DOCUMENT RESUME

ED 115 875 CE 005 713

TITLE Fall Department Head Report--Reporting Booklet 2.0 to the Massachusetts Division of Occupational Education (Fiscal Year Ending June 30, 1975) for Business and Office Occupations.

INSTITUTION Management and Information System for Occupational Education, Winchester, Mass.

SPONS AGENCY Massachusetts State Dept. of Education, Boston. Div. of Occupational Education.

PUB DATE 30 Jun 75

NOTE 264p.; For related documents, see ED 062 553; ED 068 646-647; ED 072 225; ED 072 228; ED 072 303-304; CE 005 687-727; Instructions for completing the booklet are available in CE 005 701

EDRS PRICE MF-$0.76 HC-$13.32 Plus Postage

DESCRIPTORS Annual Reports; Business Education; Census Figures; Data Collection; Demonstration Projects; *Educational Objectives; Job Skills; *Management Information Systems; *Office Occupations Education; Program Design; Program Evaluation; *Records (Forms); State Programs; *Vocational Education

IDENTIFIERS Census Data System; *Management Information System Occupational Educa; MISOE; Terminal Performance Objectives: TERMOBS

ABSTRACT

The reporting booklet is required for the Census Data System (CDS) of the Management Information System for Occupational Education (MISOE); it contains the reporting forms which collect data that describe program structure and job-entry skill outcomes expected of program completors in the individual occupational education area of business and office occupations. Utilization of instructional area is also determined. This booklet contains the terminal performance objectives (TERMOBS) for this project area. They are actually the forms by which the skills of program completors are reported by department heads. CDS , one of two major subsystems of the integrated management information system, was developed to provide occupational education managers with comprehensive data on which to base rational management decisions. Essentially, CDS contains descriptive information systematically structured in a manner which allows it to be used as a basis for sampling evaluative research studies. CDS collects and stores census data for all school systems offering occupational education programs, including all data formerly collected by the Annual Federal Report for Occupational Information, except followup data. (Author/AJ)

Documents acquired by ERIC include many informal unpublished materials not available from other sources. ERIC makes every effort to obtain the best copy available. Nevertheless, items of marginal reproducibility are often encountered and this affects the quality of the microfiche and hardcopy reproductions ERIC makes available via the ERIC Document Reproduction Service (EDRS). EDRS is not responsible for the quality of the original document. Reproductions supplied by EDRS are the best that can be made from the original.

ED115875

Misoe Number

Due Date

Name of School System

System ID No.

Name of School

School ID No.

Name of Preparer of Report

Title

Telephone No.

Name of Department or Instructional Area

THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF EDUCATION

FALL DEPARTMENT HEAD REPORT-REPORTING BOOKLET 2.0

to the

DIVISION OF OCCUPATIONAL EDUCATION
(Fiscal Year Ending June 30, 1975)

for

BUSINESS AND OFFICE OCCUPATIONS

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

CE 005 713

Before filing said statement, the superintendent shall submit it to the chairman of the school committee, who shall countersign it on oath, if, after examination, he finds it correct.
(General Laws Relating to Education 1970: Chapter 72, Sec. 2A, Item 4, and Sec. 3, Item 2)

I hereby certify that all the statements contained in this report are true to the best of my knowledge and belief, and that this is a true statement, made under the penalties of perjury.

CE 005 713

THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF EDUCATION

FALL DEPARTMENT HEAD REPORT-REPORTING BOOKLET 2.0

to the

DIVISION OF OCCUPATIONAL EDUCATION
(Fiscal Year Ending June 30, 1975)

for

BUSINESS AND OFFICE OCCUPATIONS

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

Before filing said statement, the superintendent shall submit it to the chairman of the school committee, who shall countersign it on oath, if, after examination, he finds it correct.
(General Laws Relating to Education 1970: Chapter 72, Sec. 2A, Item 4, and Sec. 3, Item 2)

I hereby certify that all the statements contained in this report are true to the best of my knowledge and belief, and that this is a true statement, made under the penalties of perjury.

_______________ (Date) _______________ Superintendent of Schools

_______________ (Date) _______________ Chairman of School Committee

TABLE OF CONTENTS

Page

Table 2.1 Enrollment in Final Grade by Student Group and Terminal Objectives (TERMOBs) 2

Table 2.11 Enrollment in Lower Grades by Student Group 6

Table 2.2 Utilization of Student Class Time: Final Grade 10

Table 2.21 Utilization of Student Class Time: Lower Grades 12

Table 2.3 Utilization of Departmental Instructional Area By Rooms 14

REPORTING TERMINAL PERFORMANCE OBJECTIVES (TERMOBs)

Table T-1 Instructional Division and Unit Outline T-2

Table T-1A Additional Instructional Divisions and Units T-7

Table T-2 TERMOB Division and Unit Outline T-8

Table T-2A Additional TERMOB Divisions and Units T-9

TERMOBs

Table T-3 List of Basic Supplies T-210

Table T-4 Additional TERMOB Performance Statements T-212

Index of TERMOB Statements T-215

Misoe Number

Table 2.1 Enrollment in Final Grade by Student Group & Terminal Objectives (TERMOB)

	1	2	3
1.	Grade		
2.	Student Group Name and Number	101	102
3.	USOE Code(s)		
4.	Level Code		
5.	Type Code		
6.	Session Code .		
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4
8.	Cooperative	Yes No	Yes No
9.	Workstudy	Yes No	Yes No
10.	Exploratory	Yes No	Yes No
11.	Instructors and Teacher's Aides		
	A. Full Time		
	B. Percentage of Time		
12.	Enrollment	Male Female	Male Female

TERMOB Applicability

13. TERMOB Numbers								

7.	Program Length (Years)	<1 1 2 3 4		<1 1 2 3 4	
8.	Cooperative	Yes No		Yes No	
9.	Workstudy	Yes No		Yes No	
10.	Exploratory	Yes No		Yes No	
11.	Instructors and Teacher's Aides				
	A. Full Time				
	B. Percentage of Time				
12.	Enrollment	Male	Female	Male	Female

TERMOB Applicability

13. TERMOB Numbers								

Misoe Number ______

Table 2.1 (Cont'd) Enrollment In Final Grade by Student Group

	4	5	6
1			
2.	103	104	105
3.			
4.			
5.			
6.			
7.	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
8.	Yes No	Yes No	Yes No
9.	Yes No	Yes No	Yes No
10.	Yes No	Yes No	Yes No
11.			
12.	Male Female	Male Female	Male Female

TERMOB Applicability

13.												

6.			
7.	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
8.	Yes No	Yes No	Yes No
9.	Yes No	Yes No	Yes No
10.	Yes No	Yes No	Yes No
11.			
12.	Male Female	Male Female	Male Female

TERMOB Applicability

13.												

Misoe Number ____________

Table 2.1 Enrollment in Final Grade by Student Group & Terminal Objective (TERMOB

	7	8	9
1.	Grade		
2.	Student Group Name and Number	106	107
3.	USOE Code(s)		
4.	Level Code		
5.	Type Code		
6.	Session Code		
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4
8.	Cooperative	Yes No	Yes No
9.	Workstudy	Yes No	Yes No
10.	Exploratory	Yes No	Yes No
11.	Instructors and Teacher's Aides		
	A. Full Time		
	B. Percentage of Time		
12.	Enrollment	Male Female	Male Female

TERMOB Applicability

13. TERMOB Numbers	

7.	Program Length (Years)	<1 1 2 3 4		<1 1 2 3 4	
8.	Cooperative	Yes No		Yes No	
9.	Workstudy	Yes No		Yes No	
10.	Exploratory	Yes No		Yes No	
11.	Instructors and Teacher's Aides				
	A. Full Time				
	B. Percentage of Time				
12.	Enrollment	Male	Female	Male	Female

TERMOB Applicability

13. TERMOB Numbers								

Misoe Number

Table 2.1 (Cont'd) Enrollment in Final Grade by Student Group and Terminal Objectives (TERMOBS)

	10	11	12
1.			
2.			
3.	108	109	110
4.			
5.			
6.			
7.	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
8.	Yes No	Yes No	Yes No
9.	Yes No	Yes No	Yes No
10.	Yes No	Yes No	Yes No
11.			
12.	Male Female	Male Female	Male Female

TERMOB Applicability

13.												

5.						
6.						
7.	<1 1 2	3 4	<1 1 2	3 4	<1 1 2	3 4
8.	Yes	No	Yes	No	Yes	No
9.	Yes	No	Yes	No	Yes	No
10.	Yes	No	Yes	No	Yes	No
11.						
12.	Male	Female	Male	Female	Male	Female

TERMOB Applicability

13.												

MIsoe Number

Table 2.11 Enrollment In Lower Grades by Student Group

	2		3		4		5		6	
	201		202		203		204		205	
	<1 1 2	3 4	<1 1 2	3 4	<1 1 2	3 4	<1 1 2	3 4	<1 1 2	3 4
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
ne										
ne										
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female

Table 2.11 Enrollment In Lower Grades by Student Group

	1	2	3	4	5
1.	Grade				
2.	Student Group Name and Number	201	202	203	204
3.	USOE Code(s)				
4.	LEVEL Code				
5.	Type Code				
6.	Session Code				
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2
8.	Cooperative	Yes No	Yes No	Yes No	Yes N
9.	Workstudy	Yes No	Yes No	Yes No	Yes N
10.	Exploratory	Yes No	Yes No	Yes No	Yes N
11.	Instructors and Teacher's Aides				
	A. Full Time				
	B. Percentage of Time				
		Male Female	Male Female	Male Female	Male
12.	Enrollment				

Table 2.11 [illegible]nt'd) Enrollment In Lower Grades by Student Group

	8		9		10		11		12	
	206		207		208		209		210	
	<1 1 2	3 4	<1 1 2	3 4	<1 1 2	3 4	<1 1 2	3 4	<1 1 2	3 4
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
ne										
ne										
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female

Misoe Number

Table 2.11 (Cont'd) Enrollment in Lower Grades by Student Group

	7	8	9	10	11
1.	Grade				
2.	Student Group Name and Number	206	207	208	209
3.	USOE Code(s)				
4.	Level Code				
5.	Type Code				
6.	Session Code				
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
8.	Cooperative	Yes No	Yes No	Yes No	Yes No
9.	Workstudy	Yes No	Yes No	Yes No	Yes No
10.	Exploratory	Yes No	Yes No	Yes No	Yes No
11.	Instructors and Teacher's Aides				
	A. Full Time				
	B. Percentage of Time	Male Female	Male Female	Male Female	Male Fema
12.	Enrollment				

Misoe Number

Table 2.11 Enrollment In Lower Grades by Student Group (Cont'd)

	14	15	16	17	18
me	211	212	213	214	215
Years)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
ll Time					
of Time					
	Male Female	Male Female	Male Female	Male Female	Male Female

Table 2.11 Enrollment In Lower Grades by Student Group (Cont'd)

	13	14	15	16	17
1.	Grade				
2.	Student Group Name and Number	211	212	213	214
3.	USOE Code(s)				
4.	Level Code				
5.	Type Code				
6.	Session Code				
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2
8.	Cooperative	Yes No	Yes No	Yes No	Yes
9.	Workstudy	Yes No	Yes No	Yes No	Yes
10.	Exploratory	Yes No	Yes No	Yes No	Yes
11.	Instructors and Teacher's Aides				
	A. Full Time				
	B. Percentage of Time				
		Male Female	Male Female	Male Female	Male
12.	Enrollment				

Table 2.11 Enrollment in Lower Grades by Student Group (Cont'd)

Misoe Number

	20	21	22	23	24
e	216	217	218	219	220
ears)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
l Time					
f Time					
	Male Female	Male Female	Male Female	Male Female	Male Female

Table 2.11 Enrollment in Lower Grades by Student Group (Cont'd)

	19	20	21	22	23
1.	Grade				
2.	Student Group Name and Number	216	217	218	219
3.	USOE Code(s)				
4.	Level Code				
5.	Type Code				
6.	Session Code				
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
8.	Cooperative	Yes No	Yes No	Yes No	Yes No
9.	Workstudy	Yes No	Yes No	Yes No	Yes No
10.	Exploratory	Yes No	Yes No	Yes No	Yes No
11.	Instructors and Teacher's Aides A. Full Time B. Percentage of Time				
		Male Female	Male Female	Male Female	Male Female
12.	Enrollment				

Misoe Number

Table 2.2 Utilization of Student Class Time: Final Grade

	2	3	4	5	6	7	8	9	10	11
	101	102	103	104	105	106	107	108	109	110
reas										
ion										
n										

Table 2.2 Utilization of Student Class Time: Final Grade

	1	2	3	4	5	6	7	8	9
1.	Student Group Number	101	102	103	104	105	106	107	10
2.	Grade								
3.	USOE Code(s)								
4.	In Occupational Shop/Lab Area(s)								
5.	In Occupational Related Area(s)								
6.	Total Occupational Time (Lines 4 + 5)								
7.	In Nonoccupational Areas								
8.	Total All Areas (Lines 6 + 7)								
9.	Length of Grade Session (weeks)								
10.	Schedule Variation								
11.	Additional Notes Necessary to Explain Lines 4 through 10								

Table 2.2 Utilization of Student Class Time (Cont'd): Final Grade

	13	14	15	16	17	18	19	20	21	22
	111	112	113	114	115	116	117	118	119	120
as										
on										

Misoe Number

Table 2.2 Utilization of Student Class Time (Cont'd): Final Grade

	12	13	14	15	16	17	18	19	20
1.	Student Group Number	111	112	113	114	115	116	117	118
2.	Grade								
3.	USOE COde(s)								
4.	In Occupational Shop/Lab Area(s)								
5.	In Occupational Related Area(s)								
6.	Total Occupational Time (Lines 4+ 5)								
7.	In Nonoccupational Areas								
8.	Total All Areas (Lines 6 + 7)								
9.	Length of Grade Session (weeks)								
10.	Schedule Variation								
11.	Additional Notes Necessary to Explain Lines 4 through 10								

MIsoe Number

Table 2.21 Utilization of Student Class Time: Lower Grade

	2	3	4	5	6	7	8	9	10	11
	201	202	203	204	205	206	207	208	209	210
reas										
ion										

Table 2.21 Utilization of Student Class Time: Lower Grade

	1	2	3	4	5	6	7	8
1.	Student Group Number	201	202	203	204	205	206	207
2.	Grade							
3.	USOE Code(s)							
4.	In Occupational Shop/Lab Area(s)							
5.	In Occupational Related Area(s)							
6.	Total Occupational Time (Lines 4 + 5)							
7.	In Nonoccupational Areas							
8.	Total All Areas (Lines 6 + 7)							
9.	Length of Grade Session (Weeks)							
10.	Schedule Variation							
11.	Additional Notes Necessary to Explain Lines 4 through 10							

Table 2.21 (Cont'd) Utilization of Student Class Time: Lower Grade

	13	14	15	16	17	18	19	20	21	22
	211	212	213	214	215	216	217	218	219	220
reas										
on										

Misoe Number

Table 2.21 (Cont'd) Utilization of Student Class Time: Lower Grade

	12	13	14	15	16	17	18	19
1.	Student Group Number	211	212	213	214	215	216	217
2.	Grade							
3.	USOE Code(s)							
4.	In Occupational Shop/Lab Area(s)							
5.	In Occupational Related Area(s)							
6.	Total Occupational Time (Lines 4 + 5)							
7.	In Nonoccupational Areas							
8.	Total All Areas (Lines 6 + 7)							
9.	Length of Grade Session (Weeks)							
10.	Schedule Variation							
11.	Additional Notes Necessary to Explain Lines 4 through 10							

Misoe Number

Table 2.3 Utilization of Departmental Instructional Area by Rooms

Check Applicable Program Schedule

1. a. ☐ Weekly
   b. ☐ Alternating
   c. ☐ Variable

2. a. ☐ Semester Schedule Change
   b. ☐ No Semester Schedule Change

WEEKLY OR SCHEDULE A

1	2	3		4		5	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
1A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
2A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
3A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
4A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
5A	Mon.						
	Tues.						

Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
1A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
2A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
3A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
4A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
5A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misoe Number

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Rooms

Check Applicable Program Schedule

1. a. ☐ Weekly
   b. ☐ Alternating
   c. ☐ Variable
2. a. ☐ Semester Schedule Change
   b. ☐ No Semester Schedule Change

WEEKLY OR SCHEDULE B

6	7	8		9		10	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
1 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
2 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
3 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
4 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
5 B	Mon.						

5	7	8		9		10	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
1 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
2 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
3 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
4 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
5 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misco Number

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. ☐ Weekly
   b. ☐ Alternating
   c. ☐ Variable

2. a. ☐ Semester Schedule Change
   b. ☐ No Semester Schedule Change

WEEKLY OR SCHEDULE A

11	12	13		14		15	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9A	Mon						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10A	Mon.						
	Tues.						

11	12	13		14		15	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9A	Mon						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misoe Number

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE B

16	17	18		19		20	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10B	Mon.						

WEEKLY OR SCHEDULE B

16	17	18		19		20	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misoe Number ____________

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. ☐ Weekly
   b. ☐ Alternating
   c. ☐ Variable

2. a. ☐ Semester Schedule Change
   b. ☐ No Semester Schedule Change

WEEKLY OR SCHEDULE A

21	22	23		24		25	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
11A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15A	Mon.						
	Tues.						

WEEKLY OR SCHEDULE A

21	22	23		24		25	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
11A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat						
TOTALS							

Misoa Number

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. ☐ Weekly
   b. ☐ Alternating
   c. ☐ Variable

2. a. ☐ Semester Schedule Change
   b. ☐ No Semester Schedule Change

WEEKLY OR SCHEDULE B

26	27	28		29		30	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
11B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15B	Mon.						

WEEKLY OR SCHEDULE B

26	27	28		29		30	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
11B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

____
Misoe Number

Table 2.3 Utilization of Departmental Instructional Area By Room

Check Applicable Program Schedule

1. a. ☐ Weekly
   b. ☐ Alternating
   c. ☐ Variable

2. a. ☐ Semester Schedule Change
   b. ☐ No Semester Schedule Change

WEEKLY OR SCHEDULE A

31	32	33		34		35	
Room No.or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 P.M.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
16A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
17A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
18A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
19A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						

b. [ ] Alternating   b. [ ] No Semester Schedule Change
c. [ ] Variable

WEEKLY OR SCHEDULE A

31	32	33		34		35	
Room No.or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 P.M.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
16A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
17A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
18A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
19A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
20A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misoe Number

Table 2.5 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicaboe Program Schedule

1. a. ☐ Weekly
   b. ☐ Alternating
   c. ☐ Variable

2. a. ☐ Semester Schedule Change
   b. ☐ No Semester Schedule Change

WEEKLY OR SCHEDULE B							
36	37	38		39		40	
Room No.or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
16B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
17B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
18B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
19B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
20B	Mon.						
	Tues.						

WEEKLY OR SCHEDULE B

36	37	38		39		40	
Room No.or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
16B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
17B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
18B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
19B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
20B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

REPORTING TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)

TABLE T-1 - INSTRUCTIONAL DIVISION AND UNIT OUTLINE

BUSINESS AND OFFICE OCCUPATIONS

DOES THIS OUTLINE CONTAIN ALL OF THE INSTRUCTIONAL CONTENT OF YOUR PROGRAM? YES______ NO______

CODE	DIVISION	CODE	UNIT
01	TYPEWRITING	01	INTRODUCTION TO THE TYPEWRITER
		02	DEVELOPMENT OF BASIC TECHNIQUES
		03	DEVELOPMENT OF KEYBOARD CONTROL
		04	CONTROL OF OPERATIVE PARTS OF THE MACHINE
		05	MACHINE MAINTENANCE
		06	TABULATION
		07	TYPING A ROUGH DRAFT
		08	TYPING FROM A ROUGH DRAFT
		09	OUTLINE
		10	BUSINESS REPORT
		11	BUSINESS LETTERS
		12	LETTER OF APPLICATION
		13	TABLES
		14	TYPING FOR DUPLICATION
		15	DEVELOPMENT OF SPEED AND ACCURACY
		16	DEVELOPMENT OF PROOFREADING SKILL
		17	ALIGNING, SQUEEZING AND SPREADING
		18	CORRECT ERASING TECHNIQUES
		19	REFINEMENT OF KEY-STROKING TECHNIQUE
		20	MASTERY OF ALL CONTROL MECHANISMS OF THE TYPEWRITER
		21	ROUTINE CARD OF THE TYPEWRITER, INCLUDING MACHINE CLEANING AND RIBBON CHANGING
		22	DRILLS FOR SPEED BUILDING AND DEVELOPMENT OF ACCURACY
		23	TIMED WRITINGS
		24	PROOFREADING
		25	TYPING FROM ROUGH DRAFTS
		26	MANUSCRIPTS
		27	LETTERS
		28	TABULATION
		29	POSTAL CARDS, INDEX CARDS, LABELS
		30	ENVELOPES
		31	PRINTED BUSINESS FORMS
		32	SNAP-OUT FORMS
		33	USE OF ODD SIZES OF LETTERHEADS
		34	CARBON COPIES, INCLUDING ONIONSKIN
		35	PUNCTUATION, CAPITALIZATION, WORD DIVISION, EXPRESSION OF NUMBERS
		36	DICTATION AT THE TYPEWRITER
		37	LEGAL TYPING
		38	COMPOSITION AT THE TYPEWRITER
		39	CORRECTION TECHNIQUES
02	GENERAL BUSINESS	01	WHAT BUSINESS DOES FOR YOU
		02	BUSINESS AND OUR ECONOMIC SYSTEM
		03	THE LAW IN THE BUSINESS WORLD
		04	MONEY AND BANKING
		05	INVESTMENT OPPORTUNITIES
		06	PLANNING AND SPENDING INCOME

			MACHINE
		05	MACHINE MAINTENANCE
		06	TABULATION
		07	TYPING A ROUGH DRAFT
		08	TYPING FROM A ROUGH DRAFT
		09	OUTLINE
		10	BUSINESS REPORT
		11	BUSINESS LETTERS
		12	LETTER OF APPLICATION
		13	TABLES
		14	TYPING FOR DUPLICATION
		15	DEVELOPMENT OF SPEED AND ACCURACY
		16	DEVELOPMENT OF PROOFREADING SKILL
		17	ALIGNING, SQUEEZING AND SPREADING
		18	CORRECT ERASING TECHNIQUES
		19	REFINEMENT OF KEY-STROKING TECHNIQUE
		20	MASTERY OF ALL CONTROL MECHANISMS OF THE TYPEWRITER
		21	ROUTINE CARD OF THE TYPEWRITER, INCLUDING MACHINE CLEANING AND RIBBON CHANGING
		22	DRILLS FOR SPEED BUILDING AND DEVELOPMENT OF ACCURACY
		23	TIMED WRITINGS
		24	PROOFREADING
		25	TYPING FROM ROUGH DRAFTS
		26	MANUSCRIPTS
		27	LETTERS
		28	TABULATION
		29	POSTAL CARDS, INDEX CARDS, LABELS
		30	ENVELOPES
		31	PRINTED BUSINESS FORMS
		32	SNAP-OUT FORMS
		33	USE OF ODD SIZES OF LETTERHEADS
		34	CARBON COPIES, INCLUDING ONIONSKIN
		35	PUNCTUATION, CAPITALIZATION, WORD DIVISION, EXPRESSION OF NUMBERS
		36	DICTATION AT THE TYPEWRITER
		37	LEGAL TYPING
		38	COMPOSITION AT THE TYPEWRITER
		39	CORRECTION TECHNIQUES
02	GENERAL BUSINESS	01	WHAT BUSINESS DOES FOR YOU
		02	BUSINESS AND OUR ECONOMIC SYSTEM
		03	THE LAW IN THE BUSINESS WORLD
		04	MONEY AND BANKING
		05	INVESTMENT OPPORTUNITIES
		06	PLANNING AND SPENDING INCOME
		07	YOU AS A CONSUMER
		08	EFFECTIVE USE OF CREDIT
		09	PROTECTION FOR THE CONSUMER
		10	COMMUNICATING AND USING TRANSPORTATION SERVICES
		11	YOU AS A CITIZEN
		12	SHARING ECONOMIC RISKS
		13	THE BUSINESS OF GOVERNMENT

TABLE T-1 (CONT.) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE

BUSINESS AND OFFICE OCCUPATIONS

CODE	DIVISION	CODE	UNIT
02	GENERAL BUSINESS (CONT.)	14	LABOR AND AMERICAN BUSINESS
		15	PLANNING TO EARN A LIVING
		16	BUSINESS ETHICS
		17	PERSONAL BANKING
		18	PLANNING AND SPENDING PERSONAL INCOME
		19	CONSUMERISM
		20	COMMUNICATIONS SYSTEM
		21	TRANSPORTATIONS SYSTEM
		22	INSURANCE
03	BUSINESS MATHEMATICS	01	FUNDAMENTALS
		02	COMPUTING INTEREST
		03	RECONCILING BANK BALANCES
		04	TAKING CASH AND TRADE DISCOUNTS
		05	DETERMINING SELLING PRICES
		06	DETERMINING COMMISSIONS
		07	DETERMINING BANK DISCOUNT
		08	COMPUTING SOCIAL SECURITY TAXES
		09	PREPARING PAYROLLS
		10	COMPUTING COST OF PROPERTY INSURANCE
		11	DISTRIBUTING PARTNERSHIP PROFITS
		12	COMPUTING DEPRECIATION
		13	FINANCING
		14	INVESTMENTS
		15	PROPERTY TAXES
		16	READING GRAPHS AND TABLES
		17	ADDITION SKILLS
		18	SUBTRACTION SKILLS
		19	MULTIPLICATION SKILLS
		20	DIVISION SKILLS
		21	FRACTIONS
		22	PERCENTAGES
		23	INVOICES
		24	DISCOUNTS
		25	INTEREST
		26	WAGES AND PAYROLL
		27	DEPRECIATION
04	RECORDKEEPING	01	INTRODUCTION TO RECORDS
		02	PROCESSING CASH RECEIPTS
		03	PROCESSING CHECKS & BANK STATEMENTS
		04	PROCESSING SALES ON ACCOUNT
		05	USING PURCHASE RECORDS
		06	PROCESSING WHOLESALE BUSINESS RECORDS
		07	PROCESSING PAYROLL RECORDS
		08	REPORTING INCOME FOR TAX PURPOSES
		09	REPORTING INCOME, COST AND EXPENSE TO MANAGEMENT
05	CLERICAL OFFICE PRACTICES	01	FILING
		02	CALCULATING MACHINES
		03	TYPEWRITER

		21	TRANSPORTATIONS SYSTEM
		22	INSURANCE
03	BUSINESS MATHEMATICS	01	FUNDAMENTALS
		02	COMPUTING INTEREST
		03	RECONCILING BANK BALANCES
		04	TAKING CASH AND TRADE DISCOUNTS
		05	DETERMINING SELLING PRICES
		06	DETERMINING COMMISSIONS
		07	DETERMINING BANK DISCOUNT
		08	COMPUTING SOCIAL SECURITY TAXES
		09	PREPARING PAYROLLS
		10	COMPUTING COST OF PROPERTY INSURANCE
		11	DISTRIBUTING PARTNERSHIP PROFITS
		12	COMPUTING DEPRECIATION
		13	FINANCING
		14	INVESTMENTS
		15	PROPERTY TAXES
		16	READING GRAPHS AND TABLES
		17	ADDITION SKILLS
		18	SUBTRACTION SKILLS
		19	MULTIPLICATION SKILLS
		20	DIVISION SKILLS
		21	FRACTIONS
		22	PERCENTAGES
		23	INVOICES
		24	DISCOUNTS
		25	INTEREST
		26	WAGES AND PAYROLL
		27	DEPRECIATION
04	RECORDKEEPING	01	INTRODUCTION TO RECORDS
		02	PROCESSING CASH RECEIPTS
		03	PROCESSING CHECKS & BANK STATEMENTS
		04	PROCESSING SALES ON ACCOUNT
		05	USING PURCHASE RECORDS
		06	PROCESSING WHOLESALE BUSINESS RECORDS
		07	PROCESSING PAYROLL RECORDS
		08	REPORTING INCOME FOR TAX PURPOSES
		09	REPORTING INCOME, COST AND EXPENSE TO MANAGEMENT
05	CLERICAL OFFICE PRACTICES	01	FILING
		02	CALCULATING MACHINES
		03	TYPEWRITER
		04	DUPLICATING MACHINES
		05	OTHER OFFICE MACHINES
		06	RECORDKEEPING
		07	BUSINESS FORMS
		08	DATA PROCESSING
		09	OFFICE COMMUNICATIONS SYSTEMS
06	OFFICE MACHINES	01	DESK CALCULATORS
		02	DUPLICATING MACHINES
		03	TYPEWRITERS

TABLE T-1 (CONT.) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE

BUSINESS AND OFFICE OCCUPATIONS

CODE	DIVISION	CODE	UNIT
06	OFFICE MACHINES (CONT.)	04	RELATED MACHINES (COLLATOR, STAPLES, FOLDER, ETC.)
		05	TRANSCRIBING MACHINES
		06	BOOKKEEPING MACHINES
07	SHORTHAND	01	SHORTHAND THEORY
		02	ABBREVIATING PRINCIPLES
		03	READING
		04	WRITING
		05	REVIEW AND DRILL
		06	DEVELOPMENT OF SHORTHAND VOCABULARY
		07	SPEEDBUILDING
		08	OFFICE-STYLE DICTATION
		09	MECHANICS OF WRITTEN ENGLISH
		10	DICTATION AND TRANSCRIPTION
		11	TYPING
		12	ENGLISH
		13	PRACTICAL APPLICATION OF TRANSCRIPTION TECHNIQUES
		14	SPECIAL TRANSCRIPTION PROBLEMS
		15	PERSONAL DEVELOPMENT
08	BOOKKEEPING	01	STARTING A BOOKKEEPING SYSTEM
		02	THE BOOKKEEPING CYCLE (SIMPLEST FORM)
		03	THE BOOKKEEPING CYCLE (ADVANCED FORM)
		04	AUTOMATION
09	SECRETARIAL OFFICE PRACTICE	01	WHAT IS A SECRETARY?
		02	BUSINESS BEHAVIOR
		03	PERSONALITY
		04	WORK ORGANIZATION
		05	DICTATION AND TRANSCRIPTION TECHNIQUES
		06	THE MAILABLE LETTER
		07	EDITING
		08	COMPOSITION OF LETTERS
		09	SECRETARIAL TYPEWRITING
		10	COMMUNICATION
		11	FINANCIAL RECORDS
		12	TRAVEL AND TRANSPORTATION
		13	BUSINESS FILING AND RECORDS CONTROL
		14	INFORMATION - SOURCE AND USE
		15	OFFICE MACHINES
		16	AUTOMATION IN TODAY'S BUSINESS
		17	OCCUPATIONAL INFORMATION
10	BUSINESS ENGLISH AND COMMUNICATION	01	LISTENING SKILLS
		02	SPEAKING SKILLS
		03	READING SKILLS
		04	GRAMMAR
		05	WORD SKILLS
		06	FORM AND COMPOSITION
		07	BUSINESS LITERATURE
		08	SOURCES OF BUSINESS INFORMATION

		05	REVIEW AND DRILL
		06	DEVELOPMENT OF SHORTHAND VOCABULARY
		07	SPEEDBUILDING
		08	OFFICE-STYLE DICTATION
		09	MECHANICS OF WRITTEN ENGLISH
		10	DICTATION AND TRANSCRIPTION
		11	TYPING
		12	ENGLISH
		13	PRACTICAL APPLICATION OF TRANSCRIPTION TECHNIQUES
		14	SPECIAL TRANSCRIPTION PROBLEMS
		15	PERSONAL DEVELOPMENT
08	BOOKKEEPING	01	STARTING A BOOKKEEPING SYSTEM
		02	THE BOOKKEEPING CYCLE (SIMPLEST FORM)
		03	THE BOOKKEEPING CYCLE (ADVANCED FORM)
		04	AUTOMATION
09	SECRETARIAL OFFICE PRACTICE	01	WHAT IS A SECRETARY?
		02	BUSINESS BEHAVIOR
		03	PERSONALITY
		04	WORK ORGANIZATION
		05	DICTATION AND TRANSCRIPTION TECHNIQUES
		06	THE MAILABLE LETTER
		07	EDITING
		08	COMPOSITION OF LETTERS
		09	SECRETARIAL TYPEWRITING
		10	COMMUNICATION
		11	FINANCIAL RECORDS
		12	TRAVEL AND TRANSPORTATION
		13	BUSINESS FILING AND RECORDS CONTROL
		14	INFORMATION - SOURCE AND USE
		15	OFFICE MACHINES
		16	AUTOMATION IN TODAY'S BUSINESS
		17	OCCUPATIONAL INFORMATION
10	BUSINESS ENGLISH AND COMMUNICATION	01	LISTENING SKILLS
		02	SPEAKING SKILLS
		03	READING SKILLS
		04	GRAMMAR
		05	WORD SKILLS
		06	FORM AND COMPOSITION
		07	BUSINESS LITERATURE
		08	SOURCES OF BUSINESS INFORMATION
11	ACCOUNTING	01	THE ACCOUNTING EQUATION
		02	ASSETS-DEFINITION AND CLASSIFICATION
		03	LIABILITIES
		04	OWNER'S EQUITY
		05	ACCOUNTING
		06	THE BALANCE SHEET
		07	THE INCOME STATEMENT
		08	THE T-ACCOUNT
		09	DEBITS AND CREDITS

TABLE T-1 (CONT.) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE

BUSINESS AND OFFICE OCCUPATIONS

CODE	DIVISION	CODE	UNIT
11	ACCOUNTING (CONT.)	10	THE GENERAL JOURNAL
		11	THE LEDGER
		12	SPECIAL JOURNALS
		13	INVENTORIES-MERCHANDISING
		14	INVENTORIES-MANUFACTURING
		15	RATES ANALYSIS
		16	FIXED ASSETS-DEPRECIATION
		17	COST ACCOUNTING CONCEPTS
		18	STANDARD COSTS
		19	BAD DEBTS
		20	STOCK
12	ECONOMICS	01	SUPPLY CURVE
		02	DEMAND CURVE
		03	MARKET EQUILIBRIUM
		04	NATIONAL INCOME ACCOUNTING
		05	PURE COMPETITION
		06	MONOPOLY
		07	OLIGOPOLY
		08	ELASTICITY (DEMAND)
		09	ELASTICITY (INCOME)
		10	CROSS ELASTICITY
		11	FEDERAL RESERVE SYSTEM
		12	CIRCULAR FLOW OF INCOME
		13	DEFINITIONS
		14	STATISTICAL ANALYSIS
		15	INTERNATIONAL TRADE
13	BUSINESS LAW	01	SOURCES OF LAWS
		02	COURTS
		03	THE LAWSUIT
		04	TORTS
		05	FELONIES
		06	MISDEMEANORS
		07	CONTRACTS
		08	AGREEMENT
		09	REALITY OF CONSENT
		10	COMPETENT PARTIES
		11	CONSIDERATION
		12	ASSIGNABILITY
		13	DISCHARGE OF CONTRACTS
		14	BAILMENTS
		15	UNIFORM COMMERCIAL CODE
		16	NEGOTIABLE INSTRUMENTS
		17	AGENCY
14	BUSINESS MATH	01	BASIC SKILLS
		02	OFFICE WORK
		03	DISTRIBUTION
15	ADVANCED OFFICE MACHINES	01	EXECUTIVE TYPEWRITER
		02	THERMOFAX
		03	MAGNETIC CARD TYPEWRITER

		16	FIXED ASSETS-DEPRECIATION
		17	COST ACCOUNTING CONCEPTS
		18	STANDARD COSTS
		19	BAD DEBTS
		20	STOCK
12	ECONOMICS	01	SUPPLY CURVE
		02	DEMAND CURVE
		03	MARKET EQUILIBRIUM
		04	NATIONAL INCOME ACCOUNTING
		05	PURE COMPETITION
		06	MONOPOLY
		07	OLIGOPOLY
		08	ELASTICITY (DEMAND)
		09	ELASTICITY (INCOME)
		10	CROSS ELASTICITY
		11	FEDERAL RESERVE SYSTEM
		12	CIRCULAR FLOW OF INCOME
		13	DEFINITIONS
		14	STATISTICAL ANALYSIS
		15	INTERNATIONAL TRADE
13	BUSINESS LAW	01	SOURCES OF LAWS
		02	COURTS
		03	THE LAWSUIT
		04	TORTS
		05	FELONIES
		06	MISDEMEANORS
		07	CONTRACTS
		08	AGREEMENT
		09	REALITY OF CONSENT
		10	COMPETENT PARTIES
		11	CONSIDERATION
		12	ASSIGNABILITY
		13	DISCHARGE OF CONTRACTS
		14	BAILMENTS
		15	UNIFORM COMMERCIAL CODE
		16	NEGOTIABLE INSTRUMENTS
		17	AGENCY
14	BUSINESS MATH	01	BASIC SKILLS
		02	OFFICE WORK
		03	DISTRIBUTION
15	ADVANCED OFFICE MACHINES	01	EXECUTIVE TYPEWRITER
		02	THERMOFAX
		03	MAGNETIC CARD TYPEWRITER
		04	IBM SELECTRIC II
		05	IBM CORRECTING TYPEWRITER
		06	MANUAL TYPEWRITER
		07	029 KEY PUNCH

TABLE T-1 (CONT.) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE

BUSINESS AND OFFICE OCCUPATIONS

CODE	DIVISION	CODE	UNIT
16	INTRODUCTION TO DATA PROCESSING	01	CAREERS IN DATA PROCESSING
		02	HISTORY
		03	FUNDAMENTALS OF DATA PROCESSING
		04	THE DATA PROCESSING CARD
17	CARD PUNCHES	01	FUNCTION
		02	EXTERNAL FEATURES
		03	KEYBOARD
		04	PROGRAM UNIT
		05	MACHINE OPERATION
18	VERIFIERS	01	FUNCTION
		02	EXTERNAL FEATURES
		03	MACHINE OPERATION
19	SORTERS	01	FUNCTION
		02	SPEEDS
		03	EXTERNAL FEATURES
		04	OPERATING PRINCIPLES
20	CONTROL PANEL WIRING	01	FUNCTION
		02	DIAGRAMMING
21	INTERPRETER	01	FUNCTION
		02	FEATURES
		03	OPERATING PROCEDURES
		04	WIRING TECHNIQUES
22	REPRODUCING PUNCH	01	FUNCTIONS
		02	FEATURES
		03	OPERATING PROCEDURES
		04	WIRING TECHNIQUES
23	COLLATORS	01	FUNCTION
		02	FEATURES
		03	OPERATING PROCEDURES
		04	WIRING TECHNIQUES
24	ACCOUNTING MACHINES	01	FUNCTIONS
		02	FEATURES
		03	OPERATING PROCEDURES
		04	WIRING TECHNIQUES
25	INTRODUCTION TO COMPUTERS		
26	SYSTEMS APPROACH TO PROCESSING DATA		

TABLE T-1A - ADDITIONAL INSTRUCTIONAL DIVISION AND UNIT OUTLINE

CODE	DIVISION	CODE	UNIT

TABLE T-2 - TERMOB DIVISION AND UNIT OUTLINE

BUSINESS AND OFFICE OCCUPATIONS

DOES THIS OUTLINE CONTAIN ALL TOPICS IN WHICH GRADUATES ACQUIRE JOB-ENTRY SKILLS? YES____ NO____

CODE	DIVISION	CODE	UNIT
01	TYPEWRITING	01	SPEED AND ACCURACY
		02	DICTATION AT TYPEWRITER
		03	COMPOSITION AT TYPEWRITER
		04	BUSINESS FORMS
		05	LEGAL DOCUMENTS
		06	PROOFREADING
		07	CARE AND MAINTENANCE
02	OFFICE MACHINES	01	DUPLICATING
		02	CALCULATING
		03	TRANSCRIBING
		04	BOOKKEEPING
03	OFFICE PRACTICE AND PROCEDURE	01	COMMUNICATION
		02	PUBLIC CONTACT
		03	MAIL
		04	CASHIERING
04	STENOGRAPHY	01	DICTATION
		02	TRANSCRIPTION
05	RECORDKEEPING	01	PREPARATION
		02	POSTING
		03	FILING
		04	MONEY HANDLING
06	BOOKKEEPING AND ACCOUNTING	01	JOURNALIZING
		02	POSTING
		03	TRIAL BALANCE
		04	WORKSHEET PREPARATION
		05	FINANCIAL STATEMENTS
		06	CLOSING ENTRIES
		07	RULING AND BALANCING
		08	ADJUSTING ENTRIES
		09	POST CLOSING TRIAL BALANCE
07	DATA PROCESSING	01	PREPARATION
		02	COMPILATION
		03	PUNCH CARD PROCESSING
		04	COMPUTER OPERATIONS

TABLE T-2-A - ADDITIONAL TERMOB DIVISION AND UNIT OUTLINE

CODE	DIVISION	CODE	UNIT

TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)
and
REPORTING FORMS

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-001

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 HANDWRITTEN BUSINESS LETTER WHICH, WHEN TYPED, WILL BE 1 PAGE LONG

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 TYPE A BUSINESS LETTER FROM HANDWRITTEN COPY, IN BLOCK FORM, EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TYPE LETTER IN CENTER OF PAGE
( ) 2.04 TYPE LETTER AT PROFICIENT SPEED
( ) 2.05 TYPE LETTER WITH ACCEPTABLE ACCURACY
( ) 2.06 TYPE RETURN ADDRESS ON ENVELOPE
( ) 2.07 TYPE DESTINATION ON ENVELOPE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 BLOCK FORM BUSINESS LETTER IS TYPED IN MAILABLE FORM TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CENTERED WITH MARGINS AND SPACING CORRECT
( ) 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
( ) 3.05 LESS THAN 5 ERRORS, CORRECTED
( ) 3.06 PROPERLY SPACED AND POSITIONED
( ) 3.07 PROPERLY SPACED AND POSITIONED

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 01 TYPEWRITING

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-001

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-002

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 HANDWRITTEN BUSINESS LETTER WHICH, WHEN TYPED, WILL BE ONE AND ONE HALF PAGES
( ) 1.03 THREE ENCLOSURES OF ONE PAGE EACH

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 TYPE A BUSINESS LETTER FROM HANDWRITTEN COPY, IN MODIFIED BLOCK FORM, EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TYPE LETTER IN CENTER OF PAGE
( ) 2.04 TYPE LETTER AT PROFICIENT SPEED
( ) 2.05 TYPE LETTER WITH ACCEPTABLE ACCURACY
( ) 2.06 ATTACH ENCLOSURES
( ) 2.07 TYPE RETURN ADDRESS ON ENVELOPE
( ) 2.08 TYPE DESTINATION ON ENVELOPE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 SIMPLIFIED LETTER FORM BUSINESS LETTER IS TYPED IN MAILABLE FORM TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CENTERED WITH MARGINS AND SPACING CORRECT
( ) 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
( ) 3.05 LESS THAN 5 ERRORS, CORRECTED
( ) 3.06 IN CORRECT ORDER
( ) 3.07 PROPERLY SPACED AND POSITIONED
( ) 3.08 PROPERLY SPACED AND POSTIIONED

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

USOE CODE NO(S) ____________

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-002

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-003

1.00 CONDITION

( ) 1.01 HANDWRITTEN DRAFT OF A STATISTICAL REPORT WITH COLUMN HEADINGS AND NUMERIC DATA APPROXIMATELY ONE PAGE LONG
( ) 1.02 BASIC OFFICE SUPPLIES (TABLE T-3)

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 TYPE A STATISTICAL REPORT FROM HANDWRITTEN COPY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TYPE REPORT IN CENTER OF PAGE
( ) 2.04 TYPE REPORT AT PROFICIENT SPEED
( ) 2.05 TYPE LETTER WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 STATISTICAL REPORT IS TYPED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1/2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CENTERED WITH MARGINS AND SPACING CORRECT
( ) 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
( ) 3.05 LESS THAN 3 ERRORS, CORRECTED

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

USOE CODE NO(S) ________________

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-003

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-004

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 HANDWRITTEN INTER-OFFICE MEMO WHICH, WHEN TYPED, WILL FILL 1/2 OF MEMO SHEET, 8-1/2 x 11"

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 TYPE A SHORT MEMO FROM HANDWRITTEN COPY WITH 3 CARBON COPIES EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ASSEMBLE CARBON PACK
( ) 2.04 TYPE MEMO IN CENTER OF PAGE
( ) 2.05 TYPE MEMO AT PROFICIENT SPEED
( ) 2.06 TYPE MEMO WITH ACCEPTABLE ACCURACY
( ) 2.07 SEPARATE CARBONS AND ORIGINAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 SHORT MEMO IS TYPED IN MAILABLE FORM WITH 3 COPIES TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY
( ) 3.04 IN CENTER WITH MARGINS AND SPACING CORRECT
( ) 3.05 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
( ) 3.06 LESS THAN 5 ERRORS, CORRECTED
( ) 3.07 MEMO AND COPIES ARE FREE FROM SMUDGES

MISOE NO. ________________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 01	TYPEWRITING
USOE CODE NO(S)		UNIT 01	SPEED AND ACCURACY
		TERMOB NO.	20-004

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-005

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 HANDWRITTEN COPIES OF ARTICLES EACH IN DIFFERENT HANDWRITING, ARRANGED IN ORDER FOR INCLUSION IN COMPANY NEWSPAPER WHICH WHEN TYPED WILL FILL FIVE LEGAL SIZE PAGES.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 TYPE THE COMPANY NEWSPAPER INTO TWO COLUMN FORM EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TYPE HEADLINES
( ) 2.04 TYPE BY-LINES
( ) 2.05 TYPE TEXT
( ) 2.06 TYPE NEWSPAPER AT PROFICIENT SPEED
( ) 2.07 TYPE NEWSPAPER AT ACCEPTABLE ACCURACY
( ) 2.08 JUSTIFY RIGHT MARGIN
( ) 2.09 RETYPE NEWSPAPER

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 COMPANY NEWSPAPER IS TYPED IN MAILABLE FORM TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 3 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CENTERED ON COLUMN WITH CORRECT SPACING
( ) 3.04 PROPERLY POSITIONED AND SPACED
( ) 3.05 COLUMN PROPERLY POSITIONED, MARGINS AND SPACING CORRECT
( ) 3.06 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
( ) 3.07 LESS THAN 6 ERRORS PER PAGE, CORRECTED
( ) 3.08 EXACTLY
( ) 3.09 ALL MARGINS MATCH

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-005

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 02 DICTATION AT TYPEWRITER

TERMOB NO. 20-006

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SHORT BUSINESS LETTER DICTATED

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 TYPE A SHORT 1/2 PAGE BUSINESS LETTER IN SEMIBLOCK FORM DIRECTLY FROM DICTATION EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TYPE LETTER AT PROFICIENT SPEED
( ) 2.04 TYPE LETTER WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 SHORT LETTER IS TYPED IN MAILABLE FORM TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 SUFFICIENT SPEED NOT TO STALL THE FLOW OF DICTATION
( ) 3.04 LESS THAN 3 ERRORS, CORRECTED

MISOE NO. ________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 01	TYPEWRITING
USOE CODE NO(S)		UNIT 02	DICTATION AT TYPEWRITER
		TERMOB NO.	20-006

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 02 DICTATION AT TYPEWRITER

TERMOB NO. 20-007

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 TELEGRAM DICTATED

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 TYPE A 50 WORD TELEGRAM DIRECTLY FROM DICTATION EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TYPE TELEGRAM AT PROFICIENT SPEED
( ) 2.04 TYPE TELEGRAM WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 TELEGRAM IS TYPED IN MAILABLE FORM TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 10 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 SUFFICIENT SPEED NOT TO STALL THE FLOW OF DICTATION
( ) 3.04 LESS THAN 3 ERRORS, CORRECTED

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 01 TYPEWRITING

UNIT 02 DICTATION AT TYPEWRITER

TERMOB NO. 20-007

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 02 DICTATION AT TYPEWRITER

TERMOB NO. 20-008

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SHORT MEMO DICTATED

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 TYPE A SHORT MEMO DIRECTLY FROM DICTATION EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TYPE MEMO AT PROFICIENT SPEED
( ) 2.04 TYPE MEMO WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 SHORT MEMO IS TYPED IN MAILABLE FORM TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 AT SUFFICIENT SPEED NOT TO STALL THE FLOW OF DICTATION
( ) 3.04 LESS THAN 3 ERRORS, UNCORRECTED

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS
USOE CODE NO(S) ________________

DIVISION 01 TYPEWRITING
UNIT 02 DICTATION AT TYPEWRITER
TERMOB NO. 20-008

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 03 COMPOSITION AT TYPEWRITER

TERMOB NO. 20-009

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 COPY OF AN UNPAID BILL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 COMPOSE A COLLECTION LETTER AT THE TYPEWRITER ASSUMING THE CUSTOMER HAS FORGOTTEN TO PAY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 COMPOSE LETTER
( ) 2.04 TYPE LETTER AT PROFICIENT SPEED
( ) 2.05 TYPE WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 LETTER IS COMPOSED AND TYPED IN MAILABLE FORM TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LETTER CONVEYS DESIRED ATTITUDE
( ) 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
( ) 3.05 LESS THAN 3 ERRORS, CORRECTED

MISOE NO. ____________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________________

DIVISION 01 TYPEWRITING

UNIT 03 COMPOSITION AT TYPEWRITER

TERMOB NO. 20-009

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 03 COMPOSITION AT TYPEWRITER

TERMOB NO. 20-010

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 COPY OF AN UNPAID BILL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 COMPOSE A COLLECTION LETTER AT THE TYPEWRITER ASSUMING THE CUSTOMER WILL PAY ONLY IF HE IS MADE TO PAY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 COMPOSE LETTER
( ) 2.04 TYPE LETTER AT PROFICIENT SPEED
( ) 2.05 TYPE LETTER WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 LETTER IS COMPOSED AND TYPED IN MAILABLE FORM TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LETTER CONVEYS DESIRED ATTITUDE
( ) 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
( ) 3.05 LESS THAN 3 ERRORS, CORRECTED

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 01 TYPEWRITING

UNIT 03 COMPOSITION AT TYPEWRITER

TERMOB NO. 20-010

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

2.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 01	TYPEWRITING
		UNIT 04	BUSINESS FORMS
		TERMOB NO.	20-011

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SUFFICIENT DATA TO COMPLETE PURCHASE ORDER INCLUDING BUT NOT LIMITED TO:
( ) 1.03 PURCHASE ORDER NUMBER
( ) 1.04 COMPANY TO BE PURCHASED FROM
( ) 1.05 SHIPPING DATA
( ) 1.06 DESCRIPTIONS OF EQUIPMENT TO BE ORDERED

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 TYPE A SHORT 6 ITEM PURCHASE ORDER IN DUPLICATE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ASSEMBLE CARBON PACK
( ) 2.04 TYPE PURCHASE ORDER
( ) 2.05 TYPE PURCHASE ORDER AT PROFICIENT SPEED
( ) 2.06 TYPE PURCHASE ORDER WITH ACCEPTABLE ACCURACY
( ) 2.07 SEPARATE ORIGINAL AND CARBON

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 PURCHASE ORDER IS NEATLY TYPED IN DUPLICATE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY AND CORRECTLY
( ) 3.04 ALL NECESSARY INFORMATION CORRECTLY ENTERED
( ) 3.05 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
( ) 3.06 ALL ERRORS CORRECTED
( ) 3.07 PURCHASE ORDER AND COPY ARE FREE OF SMUDGES

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

USOE CODE NO(S) ________________

UNIT 04 BUSINESS FORMS

TERMOB NO. 20-011

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 04 BUSINESS FORMS

TERMOB NO. 20-012

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 HANDWRITTEN EXPENSE REPORT FORM WITH ENTRIES EQUAL TO 200 TYPEWRITTEN WORDS
( ) 1.03 RECEIPTS FOR ALL EXPENSES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 TRANSCRIBE EXPENSE REPORT TO TYPEWRITTEN FORM IN DUPLICATE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 COMPARE INDIVIDUAL ENTRIES WITH RECEIPTS
( ) 2.04 CHECK DAILY TOTALS
( ) 2.05 CHECK ITEM TOTALS
( ) 2.06 CHECK EXPENSE TOTAL
( ) 2.07 TYPE EXPENSE REPORT
( ) 2.08 TYPE EXPENSE REPORT AT PROFICIENT SPEED
( ) 2.09 TYPE EXPENSE REPORT AT ACCEPTABLE ACCURACY
( ) 2.10 SEPARATE ORIGINAL AND CARBON

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 EXPENSE REPORT IS TYPED NEATLY IN DUPLICATE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ALL INCORRECT ENTRIES CORRECTED
( ) 3.04 SUMS ARE CORRECT
( ) 3.05 SUMS ARE CORRECT
( ) 3.06 SUM IS CORRECT
( ) 3.07 ALL NECESSARY INFORMATION CORRECTLY ENTERED
( ) 3.08 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
( ) 3.09 ALL ERRORS CORRECTED
( ) 3.10 EXPENSE REPORT AND COPY ARE FREE OF SMUDGES

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S)

DIVISION 01 TYPEWRITING

UNIT 04 BUSINESS FORMS

TERMOB NO. 20-012

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 05 LEGAL DOCUMENTS

TERMOB NO. 20-013

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SUFFICIENT DATA TO COMPLETE PRINTED LEGAL DEED INCLUDING BUT NOT LIMITED TO:
( ) 1.03 NAMES OF PARTIES INVOLVED
( ) 1.04 CONSIDERATION
( ) 1.05 DESCRIPTION OF PROPERTY BEING TRANSFERRED
( ) 1.06 ENCUMBRANCES
( ) 1.07 ENTRIES EQUAL TO 175 TYPEWRITTEN WORDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 TYPE A PROPERTY TRANSFER DEED IN DUPLICATE EMPLOYING THE FOLLOWING PROCEDURE:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ASSEMBLE CARBON PACK
( ) 2.04 TYPE DEED
( ) 2.05 TYPE DEED AT PROFICIENT SPEED
( ) 2.06 TYPE DEED WITH ACCEPTABLE ACCURACY
( ) 2.07 SEPARATE ORIGINAL AND CARBON

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 PROPERTY TRANSFER DEED IS TYPED NEATLY IN DUPLICATE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 45 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY AND CORRECTLY
( ) 3.04 ALL NECESSARY INFORMATION CORRECTLY ENTERED
( ) 3.05 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
( ) 3.06 ALL ERRORS CORRECTED
( ) 3.07 DEED AND COPY ARE FREE OF SMUDGES

MISOE NO. ____________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 01	TYPEWRITING
USOE CODE NO(S)		UNIT 05	LEGAL DOCUMENTS
		TERMOB NO.	20-013

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 05 LEGAL DOCUMENTS

TERMOB NO. 20-014

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 HANDWRITTEN LEGAL AGREEMENT 600 TYPEWRITTEN WORDS LONG

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 TYPE LEGAL AGREEMENT FROM HANDWRITTEN COPY WITH TWO COPIES EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ASSEMBLE CARBONS
( ) 2.04 TYPE AGREEMENT AT PROFICIENT SPEED
( ) 2.05 TYPE AGREEMENT WITH ACCEPTABLE ACCURACY
( ) 2.06 SEPARATE ORIGINAL AND COPIES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 LEGAL AGREEMENT IS TYPED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY AND CORRECTLY
( ) 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
( ) 3.05 ALL ERRORS CORRECTED
( ) 3.06 ORIGINAL AND COPIES FREE OF SMUDGES

MISOE NO. _______________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 01	TYPEWRITING
USOE CODE NO(S)		UNIT 05	LEGAL DOCUMENTS
		TERMOB NO.	20-014

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 05 LEGAL DOCUMENTS

TERMOB NO. 20-015

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SUFFICIENT DATA TO PREPARE A LEGAL BACK INCLUDING BUT NOT LIMITED TO:
( ) 1.03 NAMES OF PARTIES INVOLVED
( ) 1.04 TITLE
( ) 1.05 NAME AND ADDRESS OF DRAWING LAWYER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 PREPARE A LEGAL BACK EMPLOYING THE FOLLOWING OPERATIONS

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 FOLD BACK
( ) 2.04 TYPE BACK AT PROFICIENT SPEED
( ) 2.05 TYPE BACK WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 LEGAL BACK IS PREPARED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 FORMING ONE 1 INCH GROOVE AND 4 EQUAL FOLDS BELOW GROOVE
( ) 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
( ) 3.05 ALL ERRORS CORRECTED

MISOE NO. ________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ________

DIVISION 01 TYPEWRITING

UNIT 05 LEGAL DOCUMENTS

TERMOB NO. 20-015

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 06 PROOFREADING

TERMOB NO. 20-016

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 ONE PAGE ROUGH DRAFT MANUSCRIPT WITH 10-15 TYPOGRAPHICAL AND/OR GRAMMATICAL ERRORS
( ) 1.03 TABLE OF PROOFREADERS' MARKS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PROOFREAD ROUGH DRAFT MARKING ALL ERRORS EMPLOYING THE FOLLOWING OPERATIONS

( ) 2.02 PROOFREAD DRAFT
( ) 2.03 INDICATE ERRORS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 ROUGH DRAFT IS PROOFREAD AND READY FOR RETYPING TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 CAREFULLY
( ) 3.03 USING APPROPRIATE PROOFREADERS' MARKS

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS
USOE CODE NO(S) ________________

DIVISION 01 TYPEWRITING
UNIT 06 PROOFREADING
TERMOB NO. 20-016

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 07 CARE AND MAINTENANCE

TERMOB NO. 20-017

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 TYPEWRITER CLEANING KIT:
TYPE CLEANING FLUID
TYPE CLEANING GUM
BRUSH
TYPEWRITER OIL
( ) 1.03 REPLACEMENT RIBBON
( ) 1.04 SERVICE MANUAL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 PERFORM ROUTINE MAINTENANCE ON TYPEWRITER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CLEAN TYPE
( ) 2.03 OIL TYPEWRITER
( ) 2.04 REMOVE OLD RIBBON
( ) 2.05 INSTALL NEW RIBBON
( ) 2.06 WASH EXTERIOR OF TYPEWRITER

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 ROUTINE MAINTENANCE IS PERFORMED ON TYPEWRITER TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1/2 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 ALL INK REMOVED, ENCLOSED LETTERS FREE OF MATERIAL
( ) 3.03 NEATLY AT POINTS INDICATED IN MANUAL
( ) 3.04 WITHOUT DAMAGING SMALL PARTS
( ) 3.05 NEW RIBBON NOT KINKED AND IS OPERATING PROPERLY
( ) 3.06 EXTERIOR FREE OF DIRT

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS
DIVISION 01 TYPEWRITING
USOE CODE NO(S) ______________
UNIT 07 CARE AND MAINTENANCE
TERMOB NO. 20-017

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 01 DUPLICATING

TERMOB NO. 20-018

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 ELECTRONIC STENCIL MAKING MACHINE
( ) 1.03 PRINTED ORIGINAL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 MAKE A STENCIL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 INSERT ORIGINAL
( ) 2.04 INSERT BLANK STENCIL
( ) 2.05 OPERATE MACHINE
( ) 2.06 REMOVE STENCIL
( ) 2.07 REMOVE ORIGINAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 STENCIL IS MADE NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 ALL SETTINGS CORRECT, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NO WRINKLES, PROPERLY ALIGNED
( ) 3.04 NO WRINKLES, PROPERLY ALIGNED
( ) 3.05 SMOOTHLY AND PROPERLY
( ) 3.06 NO WRINKLES
( ) 3.07 NO WRINKLES OR SMUDGES

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 02 OFFICE MACHINES

USOE CODE NO(S) ____________

UNIT 01 DUPLICATING

TERMOB NO. 20-018

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION	02	OFFICE MACHINES
		UNIT	01	DUPLICATING
		TERMOB NO.		20-019

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 STENCIL MIMEOGRAPHING MACHINE
( ) 1.03 PREPARED STENCIL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 MIMEOGRAPH 10 COPIES OF STENCIL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 INSERT ORIGINAL
( ) 2.04 OPERATE MACHINE
( ) 2.05 REMOVE COPIES
( ) 2.06 REMOVE ORIGINAL
( ) 2.07 RESTORE MACHINE TO ORIGINAL CONDITION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 10 COPIES ARE PREPARED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MACHINE LOADED WITH PAPER AND INK, ALL SETTINGS CORRECT
( ) 3.03 CENTERED WITH NO WRINKLES
( ) 3.04 SMOOTHLY AND PROPERLY
( ) 3.05 COPIES ARE FREE OF SMUDGES
( ) 3.06 ORIGINAL IS WRINKLE FREE AND PREPARED FOR STORAGE
( ) 3.07 ALL SWITCHES OFF, READINGS AT ZERO

MISOE NO. ______

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ______

DIVISION 02 OFFICE MACHINES

UNIT 01 DUPLICATING

TERMOB NO. 20-019

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 01 DUPLICATING

TERMOB NO. 20-020

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 FLUID DUPLICATING MACHINE
( ) 1.03 PREPARED MASTER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 DUPLICATE 10 COPIES OF MASTER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 INSERT ORIGINAL
( ) 2.04 OPERATE MACHINE
( ) 2.05 REMOVE COPIES
( ) 2.06 REMOVE ORIGINAL
( ) 2.07 RESTORE MACHINE TO ORIGINAL CONDITION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 10 COPIES ARE PREPARED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 MACHINE LOADED WITH PAPER AND FLUID, ALL SETTINGS CORRECT
( ) 3.03 CENTERED WITH NO WRINKLES
( ) 3.04 SMOOTHLY AND PROPERLY
( ) 3.05 COPIES ARE FREE OF SMUDGES
( ) 3.06 ORIGINAL IS WRINKLE FREE AND PREPARED FOR STORAGE
( ) 3.07 ALL SWITCHES OFF, READINGS AT ZERO

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 02 OFFICE MACHINES

USOE CODE NO(S) ____________

UNIT 01 DUPLICATING

TERMOB NO. 20-020

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 01 DUPLICATING

TERMOB NO. 20-021

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PHOTOCOPY DUPLICATING MACHINE
( ) 1.03 TYPEWRITTEN ORIGINAL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 DUPLICATE 10 COPIES OF ORIGINAL EMPLOYING THE FOLLOWING PROCEDURE:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 INSERT ORIGINAL
( ) 2.04 OPERATE MACHINE
( ) 2.05 REMOVE COPIES
( ) 2.06 REMOVE ORIGINAL
( ) 2.07 RESTORE MACHINE TO ORIGINAL CONDITION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 10 COPIES ARE PREPARED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MACHINE LOADED WITH PAPER AND TONER, ALL SETTINGS CORRECT
( ) 3.03 CENTERED WITH NO WRINKLES
( ) 3.04 SMOOTHLY AND PROPERLY
( ) 3.05 COPIES ARE FREE OF WRINKLES AND EXTRANEOUS MARKS
( ) 3.06 ORIGINAL IS WRINKLE AND SMUDGE FREE
( ) 3.07 ALL SWITCHES OFF, READINGS AT ZERO

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ________________

DIVISION 02 OFFICE MACHINES

UNIT 01 DUPLICATING

TERMOB NO. 20-021

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 02 CALCULATING

TERMOB NO. 20-022

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 FULL KEYBOARD ADDING MACHINE WITH PRINTED TAPE READOUT
( ) 1.03 SAMPLE PROBLEM INVOLVING ADDITION
( ) 1.04 SAMPLE PROBLEM INVOLVING SUBTRACTION
( ) 1.05 SAMPLE PROBLEM INVOLVING MULTIPLICATION
( ) 1.06 SAMPLE PROBLEM INVOLVING DIVISION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 SOLVE PROBLEMS ON ADDING MACHINE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 PERFORM ADDITION OPERATION
( ) 2.04 PERFORM SUBTRACTION OPERATION
( ) 2.05 PERFORM MULTIPLICATION OPERATION
( ) 2.06 PERFORM DIVISION OPERATION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PROBLEMS ARE SOLVED ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 ALL MACHINE SETTINGS CORRECT, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 WITH NO ERRORS, SUM IS CORRECT
( ) 3.04 WITH NO ERRORS, DIFFERENCE IS CORRECT
( ) 3.05 WITH NO ERRORS, PRODUCT IS CORRECT
( ) 3.06 WITH NO ERRORS, QUOTIENT IS CORRECT

MISOE NO. ____________________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 02	OFFICE MACHINES
USOE CODE NO(S)		UNIT 02	CALCULATING
		TERMOB NO.	20-022

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 02 CALCULATING

TERMOB NO. 20-023

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 TEN KEY ADDING MACHINE WITH PRINTED TAPE READOUT
( ) 1.03 SAMPLE PROBLEM INVOLVING ADDITION
( ) 1.04 SAMPLE PROBLEM INVOLVING SUBTRACTION
( ) 1.05 SAMPLE PROBLEM INVOLVING MULTIPLICATION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 SOLVE PROBLEMS ON ADDING MACHINE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 PERFORM ADDITION OPERATION
( ) 2.04 PERFORM SUBTRACTION OPERATION
( ) 2.05 PERFORM MULTIPLICATION OPERATION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 PROBLEMS ARE SOLVED ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 ALL MACHINE SETTINGS CORRECT, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 WITH NO ERRORS, SUM IS CORRECT
( ) 3.04 WITH NO ERRORS, DIFFERENCE IS CORRECT
( ) 3.05 WITH NO ERRORS, PRODUCT IS CORRECT

MISOE NO. ______

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 02 OFFICE MACHINES

USOE CODE NO(S) ______

UNIT 02 CALCULATING

TERMOB NO. 20-023

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 02 CALCULATING

TERMOB NO. 20-024

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 ELECTRONIC CALCULATOR WITH ILLUMINATED DIGITAL READOUT
( ) 1.03 SAMPLE PROBLEM INVOLVING ADDITION
( ) 1.04 SAMPLE PROBLEM INVOLVING SUBTRACTION
( ) 1.05 SAMPLE PROBLEM INVOLVING MULTIPLICATION
( ) 1.06 SAMPLE PROBLEM INVOLVING DIVISION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 SOLVE PROBLEMS ON CALCULATOR EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 PERFORM ADDITION OPERATION
( ) 2.04 PERFORM SUBTRACTION OPERATION
( ) 2.05 PERFORM MULTIPLICATION OPERATION
( ) 2.06 PERFORM DIVISION OPERATION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PROBLEMS ARE SOLVED ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 ALL MACHINE SETTINGS CORRECT, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 WITH NO ERRORS, SUM IS CORRECT
( ) 3.04 WITH NO ERRORS, DIFFERENCE IS CORRECT
( ) 3.05 WITH NO ERRORS, PRODUCT IS CORRECT
( ) 3.06 WITH NO ERRORS, QUOTIENT IS CORRECT

MISOE NO. ________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 02 OFFICE MACHINES

USOE CODE NO(S) ________

UNIT 02 CALCULATING

TERMOB NO. 20-024

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 03 TRANSCRIBING

TERMOB NO. 20-025

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (SEE T-3)
( ) 1.02 TRANSCRIBING MACHINE
( ) 1.03 TAPE, DISC OR BELT WITH S[illegible] (LESS THAN 200 WORDS) RECORDED

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 TRANSCRIBE SHORT MEMO FROM TAPE TO TYPEWRITTEN FORM EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TYPE MEMO IN CENTER OF PAGE
( ) 2.04 TYPE MEMO WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 SHORT MEMO TRANSCRIBED ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ALL SETTINGS CORRECT, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CENTERED, MARGINS AND SPACING CORRECT
( ) 3.04 ALL ERRORS CORRECTED

MISOE NO. ____________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 02	OFFICE MACHINES
USOE CODE NO(S)		UNIT 03	TRANSCRIBING
		TERMOB NO.	20-025

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 04 BOOKKEEPING

TERMOB NO. 20-026

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 POSTING MACHINE
( ) 1.03 25 INVOICES
( ) 1.04 FILE OF ACCOUNTS RECEIVABLE LEDGER CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 POST INVOICE ITEMS TO ACCOUNT CARDS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 PICK UP OLD BALANCE
( ) 2.04 PRINT INVOICE NUMBER
( ) 2.05 ENTER AMOUNT TO BE POSTED
( ) 2.06 ENTER NEW BALANCE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 INVOICE ITEMS POSTED TO ACCOUNT CARDS ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 ALL MACHINE SETTINGS CORRECT, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ACCURATELY
( ) 3.04 ACCURATELY
( ) 3.05 ACCURATELY
( ) 3.06 BALANCE IS CORRECT, NO ERRORS

MISOE NO. ____________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S)

DIVISION 02 OFFICE MACHINES

UNIT 04 BOOKKEEPING

TERMOB NO. 20-026

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 03 OFFICE PRACTICE AND PROCEDURE

UNIT 01 COMMUNICATIONS

TERMOB NO. 20-027

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 RINGING TELEPHONE
( ) 1.03 BOSS IS OUT FOR THE DAY

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 EXTEND SERVICE TO TELEPHONE CALLER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 ANSWER THE PHONE
( ) 2.03 TALK INTO THE MOUTHPIECE
( ) 2.04 LISTEN TO THE CALLER
( ) 2.05 OBTAIN SUFFICIENT INFORMATION FOR MESSAGE
( ) 2.06 TERMINATE THE TELEPHONE CALL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 SERVICE IS EXTENDED COURTEOUSLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 PROMPTLY
( ) 3.03 DISTINCTLY AND SLOWLY
( ) 3.04 ATTENTIVELY
( ) 3.05 RECORDED ACCURATELY
( ) 3.06 POLITELY REPLACING PHONE GENTLY

MISOE NO.

PROGRAM BUSINESS AND OFFICE OCCUPATIONS
USOE CODE NO(S)

DIVISION 03 OFFICE PRACTICE AND PROCEDURES
UNIT 01 COMMUNICATIONS
TERMOB NO. 20-027

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION	03	OFFICE PRACTICE AND PROCEDURE
		UNIT	01	COMMUNICATIONS
		TERMOB NO.		20-028

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 INSTRUCTIONS TO PLACE A TELEPHONE CALL TO CANCEL APPOINTMENT FOR BOSS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 PLACE A TELEPHONE CALL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 OBTAIN TELEPHONE NUMBER
( ) 2.03 DIAL TELEPHONE
( ) 2.04 TALK INTO THE MOUTHPIECE
( ) 2.05 TERMINATE THE TELEPHONE CALL
( ) 2.06 RECORD CONVERSATION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 TELEPHONE CALL PLACED TO CORRECT DESTINATION TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 CORRECT NUMBER OBTAINED
( ) 3.03 CORRECT NUMBER DIALED
( ) 3.04 DISTINCTLY AND SLOWLY
( ) 3.05 POLITELY, REPLACING PHONE GENTLY
( ) 3.06 CORRECTLY IN TELEPHONE LOG

MISOE NO. ________________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION	03	OFFICE PRACTICE AND PROCEDURE
USOE CODE NO(S)		UNIT	01	COMMUNICATIONS
		TERMOB NO.		20-028

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 03 OFFICE PRACTICE AND PROCEDURE

UNIT 02 PUBLIC CONTACT

TERMOB NO. 20-029

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 CALLER WITHOUT AN APPOINTMENT

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 RECEIVE CALLER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 GREET CALLER
( ) 2.03 OBTAIN CALLER'S NAME, BUSINESS, AND NATURE OF VISIT
( ) 2.04 ANNOUNCE CALLER

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 CALLER RECEIVED COURTEOUSLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 POLITELY
( ) 3.03 TACTFULLY
( ) 3.04 AT PROPER TIME

MISOE NO. ____________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 03	OFFICE PRACTICE AND PROCEDURE
USOE CODE NO(S)		UNIT 02	PUBLIC CONTACT
		TERMOB NO.	20-029

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION	03	OFFICE PRACTICE AND PROCEDURES
		UNIT	02	PUBLIC CONTACT
		TERMOB NO.		20-030

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 BELLIGERENT CALLER WITH COMPLAINT ABOUT A SERVICE FOR WHICH YOU ARE NOT RESPONSIBLE
( ) 1.03 LIST OF COMPANY DEPARTMENTS AND FUNCTIONS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 RECEIVE CALLER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 GREET CALLER
( ) 2.03 EXPLAIN THAT CALLER IS IN THE WRONG OFFICE
( ) 2.04 DIRECT CALLER

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 CALLER RECEIVED COURTEOUSLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 POLITELY
( ) 3.03 TACTFULLY
( ) 3.04 TO PROPER DEPARTMENT WITH COURTESY GIVING EXPLICIT DIRECTIONS

MISOE NO.

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 03	OFFICE PRACTICE AND PROCEDURE
USOE CODE NO(S)		UNIT 02	PUBLIC CONTACT
		TERMOB NO.	20-030

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 03 OFFICE PRACTICE AND PROCEDURE

UNIT 03 MAIL

TERMOB NO. 20-031

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 25 ASSORTED PIECES OF MAIL TO BE SENT OUT
( ) 1.03 WEIGHING SCALE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 PREPARE MAIL TO BE SENT OUT EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 SELECT METHOD OF TRANSPORT FOR EACH PIECE
( ) 2.03 FILL OUT REQUIRED TAGS AND SHIPPING FORMS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 MAIL PREPARED TO BE SENT OUT NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MOST EFFICIENT METHOD SELECTED
( ) 3.03 NEATLY AND ACCURATELY

MISOE NO. ________________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION	03	OFFICE PRACTICE AND PROCEDURE
USOE CODE NO(S)		UNIT	03	MAIL
		TERMOB NO.		20-031

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION	03	OFFICE PRACTICE AND PROCEDURE
		UNIT	03	MAIL
		TERMOB NO.		20-032

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 25 PIECES OF INCOMING MAIL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 DISTRIBUTE MAIL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 OPEN MAIL
( ) 2.04 DATE STAMP MAIL
( ) 2.05 DISTRIBUTE MAIL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 MAIL DISTRIBUTED ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY, WITHOUT DESTROYING CONTENTS OF PACKAGES
( ) 3.04 NEATLY, NO SMUDGES
( ) 3.05 TO PROPER OFFICES

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 03 OFFICE PRACTICE AND PROCEDURE

UNIT 03 MAIL

TERMOB NO. 20-032

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 03 OFFICE PRACTICE AND PROCEDURE

UNIT 04 CASHIERING

TERMOB NO. 20-033

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 CASH REGISTER
( ) 1.03 CASH CUSTOMER WITH PURCHASES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 EXTEND SERVICE TO CUSTOMER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 GREET CUSTOMER
( ) 2.03 ENTER AMOUNT OF PURCHASES ON REGISTER
( ) 2.04 COMPUTE TOTAL
( ) 2.05 MAKE CHANGE
( ) 2.06 WRAP PACKAGES
( ) 2.07 TERMINATE TRANSACTION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 SERVICE IS EXTENDED COURTEOUSLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 10 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 POLITELY
( ) 3.03 ACCURATELY, NO ERRORS
( ) 3.04 ACCURATELY, SUM IS CORRECT
( ) 3.05 ACCURATELY, NO ERRORS
( ) 3.06 NEATLY
( ) 3.07 POLITELY

MISOE NO. ____________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 03	OFFICE PRACTICE AND PROCEDURE
USOE CODE NO(S)		UNIT 04	CASHIERING
		TERMOB NO.	20-033

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 03 OFFICE PRACTICE AND PROCEDURE

UNIT 04 CASHIERING

TERMOB NO. 20-034

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 CASH REGISTER
( ) 1.03 CREDIT CUSTOMER WITH PURCHASES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 EXTEND SERVICE TO CUSTOMER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 GREET CUSTOMER
( ) 2.03 ENTER AMOUNT OF PURCHASE ON REGISTER
( ) 2.04 COMPUTE TOTAL
( ) 2.05 FILL OUT CREDIT INVOICE
( ) 2.06 OBTAIN CUSTOMER'S SIGNATURE
( ) 2.07 WRAP PACKAGES
( ) 2.08 TERMINATE TRANSACTION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 SERVICE IS EXTENDED COURTEOUSLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 10 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 POLITELY
( ) 3.03 ACCURATELY, NO ERRORS
( ) 3.04 ACCURATELY, SUM IS CORRECT
( ) 3.05 ACCURATELY, NO ERRORS
( ) 3.06 TACTFULLY
( ) 3.07 NEATLY
( ) 3.08 POLITELY

MISOE NO. ____________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 03	OFFICE PRACTICE AND PROCEDURE
USOE CODE NO(S)		UNIT 04	CASHIERING
		TERMOB NO.	20-034

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO.			
PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 04	STENOGRAPHY
		UNIT 01	DICTATION
		TERMOB NO.	20-035

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SHORT BUSINESS LETTER DICTATED (50-70 WORDS)

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 STENOGRAPH SHORT BUSINESS LETTER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 STENOGRAPH LETTER AT A PROFICIENT SPEED
( ) 2.04 READ LETTER BACK

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 SHORT BUSINESS LETTER IS STENOGRAPHED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 10 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 SIT FACING THE DICTATOR, SPARE PENCILS HANDY
( ) 3.03 MORE THAN 80 WORDS PER MINUTE FOR DICTATION TIME
( ) 3.04 IN A CLEAR, EVEN TONE, PLACING PUNCTUATION

MISOE NO. ______________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 04	STENOGRAPHY
USOE CODE NO(S)		UNIT 01	DICTATION
		TERMOB NO.	20-035

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 04 STENOGRAPHY

UNIT 01 DICTATION

TERMOB NO. 20-036

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 500 WORD REPORT DICTATED

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 STENOGRAPH REPORT EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 STENOGRAPH REPORT AT A PROFICIENT SPEED
( ) 2.04 READ REPORT BACK

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 REPORT IS STENOGRAPHED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 40 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 SIT FACING DICTATOR, SPARE PENCILS HANDY
( ) 3.03 MORE THAN 80 WORDS PER MINUTE FOR DICTATION TIME
( ) 3.04 IN A CLEAR EVEN TONE, PLACING PUNCTUATION

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 04 STENOGRAPHY

UNIT 01 DICTATION

TERMOB NO. 20-036

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 04 STENOGRAPHY

UNIT 02 TRANSCRIPTION

TERMOB NO. 20-037

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 STENOGRAPHED SHORT BUSINESS LETTER WHICH, WHEN TRANSCRIBED, WILL BE 3/4 PAGE LONG

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 TRANSCRIBE SHORT BUSINESS LETTER TO TYPEWRITTEN FORM EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TYPE LETTER IN CENTER OF PAGE
( ) 2.04 TYPE LETTER AT PROFICIENT SPEED
( ) 2.05 TYPE LETTER WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 SHORT BUSINESS LETTER IS ACCURATELY TRANSCRIBED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CENTERED WITH MARGINS AND SPACING CORRECT
( ) 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
( ) 3.05 ALL ERRORS CORRECTED

MISOE NO. __________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS
DIVISION 04 STENOGRAPHY
USOE CODE NO(S) __________
UNIT 02 TRANSCRIPTION
TERMOB NO. 20-037

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 04 STENOGRAPHY

UNIT 02 TRANSCRIPTION

TERMOB NO. 20-038

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 STENOGRAPHED 500 WORD REPORT

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 TRANSCRIBE REPORT TO TYPEWRITTEN FORM EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TYPE REPORT IN CENTER OF PAGE
( ) 2.04 TYPE REPORT AT PROFICIENT SPEED
( ) 2.05 TYPE REPORT WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 REPORT IS ACCURATELY TRANSCRIBED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CENTERED WITH MARGINS AND SPACING CORRECT
( ) 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
( ) 3.05 ALL ERRORS CORRECTED

MISOE NO. ______

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 04	STENOGRAPHY
USOE CODE NO(S)		UNIT 02	TRANSCRIPTION
		TERMOB NO.	20-038

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 01 PREPARATION

TERMOB NO. 20-039

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 EMPLOYEE TIME CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PREPARE A PAYROLL REGISTER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 COMPUTE PAY FOR EACH EMPLOYEE
( ) 2.04 COMPUTE DEDUCTIONS FOR EACH EMPLOYEE
( ) 2.05 ENTER INFORMATION IN PAYROLL REGISTER

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PAYROLL REGISTER IS PREPARED NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ACCURATELY, NO ERRORS
( ) 3.04 ACCURATELY, NO ERRORS
( ) 3.05 NEATLY AND ACCURATELY, ALL DATA IN CORRECT COLUMNS

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ________________

DIVISION 05 RECORDKEEPING

UNIT 01 PREPARATION

TERMOB NO. 20-039

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 02 POSTING

TERMOB NO. 20-040

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PAYROLL REGISTER FOR 15 EMPLOYEES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 POST PAY INFORMATION TO EARNINGS RECORD FOR EACH EMPLOYEE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ENTER DATE
( ) 2.04 ENTER GROSS PAY
( ) 2.05 ENTER DEDUCTIONS
( ) 2.06 ENTER NET PAY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 PAY INFORMATION IS POSTED TO EARNINGS RECORD NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ACCURATELY, NO ERRORS
( ) 3.04 ACCURATELY, NO ERRORS
( ) 3.05 ACCURATELY, NO ERRORS
( ) 3.06 ACCURATELY, NO ERRORS

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 05 RECORDKEEPING

USOE CODE NO(S) ____________

UNIT 02 POSTING

TERMOB NO. 20-040

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 02 POSTING

TERMOB NO. 02-041

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 VARIOUS JOURNALS WITH 25 ENTRIES TO BE POSTED, JOURNALS INCLUDE BUT ARE NOT LIMITED TO:
( ) 1.03 CASH RECEIPTS JOURNAL
( ) 1.04 CASH DISBURSEMENT JOURNAL
( ) 1.05 SALES JOURNAL
( ) 1.06 PURCHASE JOURNAL
( ) 1.07 PAYROLL JOURNAL
( ) 1.08 LEDGER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE ACCOUNTS IN LEDGER EMPLOYING THE FOLLOWING PROCEDURE:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ENTER CREDIT OR DEBIT AMOUNT
( ) 2.04 ENTER DATE
( ) 2.05 ENTER EXPLANATION
( ) 2.06 ENTER POSTING REFERENCE IN LEDGER
( ) 2.07 ENTER POSTING REFERENCE IN JOURNAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 DATA ACCURATELY POSTED TO PROPER ACCOUNTS IN LEDGER TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 1/2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 IN PROPER COLUMN
( ) 3.04 IN PROPER COLUMN
( ) 3.05 IN PROPER COLUMN
( ) 3.06 ENTER JOURNAL AND PAGE NUMBER IN PROPER COLUMN
( ) 3.07 ENTER LEDGER ACCOUNT NUMBER IN PROPER COLUMN

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ________________

DIVISION 05 RECORDKEEPING

UNIT 02 POSTING

TERMOB NO. 20-041

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 02 POSTING

TERMOB NO. 20-042

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 GENERAL JOURNAL WITH 15 ENTRIES TO BE POSTED
( ) 1.03 LEDGER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 POST DATA FROM GENERAL JOURNAL TO APPROPRIATE ACCOUNTS IN LEDGER EMPLOYING THE FOLLOWING PROCEDURE:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ENTER CREDIT OR DEBIT AMOUNT
( ) 2.04 ENTER DATE
( ) 2.05 ENTER EXPLANATION
( ) 2.06 ENTER POSTING REFERENCE IN LEDGER
( ) 2.07 ENTER POSTING REFERENCE IN JOURNAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 DATA ACCURATELY POSTED TO PROPER ACCOUNTS IN LEDGER TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 45 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 IN PROPER COLUMN
( ) 3.04 IN PROPER COLUMN
( ) 3.05 IN PROPER COLUMN
( ) 3.06 ENTER JOURNAL AND PAGE NUMBER IN PROPER COLUMN
( ) 3.07 ENTER LEDGER ACCOUNT NUMBER IN PROPER COLUMN

MISOE NO.

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 05	RECORDKEEPING
USOE CODE NO(S)		UNIT 02	POSTING
		TERMOB NO.	20-042

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 03 FILING

TERMOB NO. 20-043

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 25 ITEMS TO BE FILED
( ) 1.03 GEOGRAPHIC FILE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 FILE ITEMS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 SORT ITEMS
( ) 2.04 FILE ITEMS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 ITEMS FILED ACCURATELY WITH NO ERRORS TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY AND ACCURATELY
( ) 3.04 ALPHABETICALLY BY STATE, THEN CITY, THEN INDIVIDUAL NAMES

MISOE NO. ______________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 05	RECORDKEEPING
USOE CODE NO(S)		UNIT 03	FILING
		TERMOB NO.	20-043

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 03 FILING

TERMOB NO. 20-044

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 25 ITEMS TO BE FILED
( ) 1.03 ALPHABETIC NAME FILE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 FILE ITEMS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 SORT ITEMS
( ) 2.04 FILE ITEMS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 ITEMS FILED ACCURATELY WITH NO ERRORS TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY AND ACCURATELY
( ) 3.04 ALPHABETICALLY

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 05 RECORDKEEPING

UNIT 03 FILING

TERMOB NO. 20-044

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 03 FILING

TERMOB NO. 20-045

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 25 ITEMS TO BE FILED
( ) 1.03 NUMERIC FILE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 FILE ITEMS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 SORT ITEMS
( ) 2.04 FILE ITEMS
( ) 2.05 POST ALPHABETIC CARD FILE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 ITEMS FILED ACCURATELY WITH NO ERRORS TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY AND ACCURATELY
( ) 3.04 NUMERICALLY
( ) 3.05 NEATLY, WITH NO ERRORS

MISOE NO. ____________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 05	RECORDKEEPING
USOE CODE NO(S)		UNIT 03	FILING
		TERMOB NO.	20-045

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 03 FILING

TERMOB NO. 20-046

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 25 ITEMS TO BE FILED
( ) 1.03 ALPHABETIC SUBJECT FILE
( ) 1.04 RELATIVE INDEX

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 FILE ITEMS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 SORT ITEMS
( ) 2.04 FILE ITEMS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 ITEMS FILED ACCURATELY WITH NO ERRORS TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY AND ACCURATELY
( ) 3.04 ALPHABETICALLY

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ________________

DIVISION 05 RECORDKEEPING

UNIT 03 FILING

TERMOB NO. 20-046

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 04 MONEY HANDLING

TERMOB NO. 20-047

1.00 CONDITION

( ) 1.01 LOCKING STRONGBOX
( ) 1.02 RECEIPTS
( ) 1.03 PETTY CASH JOURNAL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 SET UP PETTY CASH SYSTEM EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 SECURE AN AMOUNT OF CASH
( ) 2.03 POST PETTY CASH JOURNAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PETTY CASH SYSTEM IS SET UP TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 SUFFICIENT AMOUNT OF CASH OBTAINED AND LOCKED IN STRONGBOX
( ) 3.03 EXACT AMOUNT RECEIVED IS POSTED TO CREDIT SIDE OF JOURNAL

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 05 RECORDKEEPING

UNIT 04 MONEYHANDLING

TERMOB NO. 20-047

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 04 MONEY HANDLING

TERMOB NO. 20-048

1.00 CONDITION

( ) 1.01 OPERATIVE PETTY CASH SYSTEM INCLUDING:
( ) 1.02 RECEIPTS
( ) 1.03 PETTY CASH JOURNAL
( ) 1.04 PEN

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MAINTAIN PETTY CASH SYSTEM EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 ACCEPT RECEIPT
( ) 2.03 ISSUE MONEY
( ) 2.04 POST PETTY CASH JOURNAL
( ) 2.05 DEPOSIT MONEY
( ) 2.06 POST PETTY CASH JOURNAL
( ) 2.07 RULE AND BALANCE JOURNAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PETTY CASH SYSTEM IS MAINTAINED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 1/2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 RECEIPT IS DATED, SIGNED, AND AMOUNT IS FILLED IN
( ) 3.03 CORRECT AMOUNT IS ISSUED
( ) 3.04 EXACT AMOUNT ISSUED IS POSTED TO DEBIT SIDE OF JOURNAL
( ) 3.05 MONEY IS LOCKED IN STRONG BOX
( ) 3.06 EXACT AMOUNT OBTAINED IS POSTED TO CREDIT SIDE OF JOURNAL
( ) 3.07 NEATLY AND ACCURATELY, NO ERRORS, BALANCE IS ENTERED ON SIDE THAT IS LARGER

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 05 RECORDKEEPING

UNIT 04 MONEY HANDLING

TERMOB NO. 20-048

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 04 MONEY HANDLING

TERMOB NO. 20-049

1.00 CONDITION

( ) 1.01 CHECKBOOK
( ) 1.02 CHECK REGISTER
( ) 1.03 PEN
( ) 1.04 AUTHORIZATION TO DISBURSE CHECK

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 DISBURSE A CHECK EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 FILL OUT CHECK
( ) 2.03 POST CHECK REGISTER

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CHECK IS DISBURSED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 10 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 DATE, AMOUNT AND PAYEE ENTERED IN PROPER PLACE, CHECK SIGNED
( ) 3.03 DATE, AMOUNT, PAYEE AND REASON FOR PAYMENT POSTED IN PROPER PLACE

MISOE NO. ______

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ______

DIVISION 05 RECORDKEEPING

UNIT 04 MONEY HANDLING

TERMOB NO. 20-049

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 04 MONEY HANDLING

TERMOB NO. 20-050

1.00 CONDITION

( ) 1.01 CHECK REGISTER
( ) 1.02 BANK STATEMENT

2,00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 BALANCE CHECKING ACCOUNT EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 TOTAL CHECKS DRAWN AND BALANCE
( ) 2.03 TOTAL DEPOSITS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 CHECKING ACCOUNT BALANCES TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1/2 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 SUM IS CORRECT, NO ERRORS
( ) 3.03 SUM IS CORRECT, BOTH SUMS ARE EQUAL

MISOE NO. ____________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION	05	RECORDKEEPING
USOE CODE NO(S)		UNIT	04	MONEY HANDLING
		TERMOB NO.		20-050

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 01 JOURNALIZING

TERMOB NO. 20-051

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SUFFICIENT DATA TO MAKE 15 ENTRIES IN A GENERAL JOURNAL INCLUDING BUT NOT LIMITED TO THE FOLLOWING SOURCE DOCUMENTS:
( ) 1.03 RECEIPTS
( ) 1.04 CHECK STUBS
( ) 1.05 BANK STATEMENTS
( ) 1.06 PAYROLL RECORD
( ) 1.07 BALANCE SHEET
( ) 1.08 GENERAL JOURNAL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 RECORD DATA IN GENERAL JOURNAL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ENTER DATE
( ) 2.04 ENTER EXPLANATION
( ) 2.05 ENTER CREDIT OR DEBIT AMOUNT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 DATA ACCURATELY RECORDED IN GENERAL JOURNAL TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 IN PROPER COLUMN
( ) 3.04 IN PROPER COLUMN
( ) 3.05 IN PROPER COLUMN

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 01 JOURNALIZING

TERMOB NO. 20-051

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 01 JOURNALIZING

TERMOB NO. 20-052

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SUFFICIENT DATA TO MAKE 25 ENTRIES IN VARIOUS JOURNALS INCLUDING BUT NOT LIMITED TO THE FOLLOWING SOURCE DOCUMENTS:
( ) 1.03 RECEIPTS
( ) 1.04 CHECK STUBS
( ) 1.05 BANK STATEMENTS
( ) 1.06 PAYROLL RECORD
( ) 1.07 BALANCE SHEET
( ) 1.08 REQUIRED JOURNALS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 RECORD DATA IN APPROPRIATE JOURNALS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 SELECT SPECIFIC JOURNAL
( ) 2.04 ENTER DATE
( ) 2.05 ENTER EXPLANATION
( ) 2.06 ENTER CREDIT(S) OR DEBIT(S) AMOUNTS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 DATA ACCURATELY RECORDED IN PROPER JOURNALS TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CORRECT JOURNAL SELECTED
( ) 3.04 IN PROPER COLUMN
( ) 3.05 IN PROPER COLUMN
( ) 3.06 IN PROPER COLUMN

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 01 JOURNALIZING

TERMOB NO. 20-052

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 02 POSTING

TERMOB NO. 20-053

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 GENERAL JOURNAL WITH 15 ENTRIES TO BE POSTED
( ) 1.03 LEDGER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 POST DATA FROM GENERAL JOURNAL TO APPROPRIATE ACCOUNTS IN LEDGER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ENTER CREDIT(S) OR DEBIT(S) AMOUNTS
( ) 2.04 ENTER DATE
( ) 2.05 ENTER EXPLANATION
( ) 2.06 ENTER POSTING REFERENCE IN LEDGER
( ) 2.07 ENTER POSTING REFERENCE IN JOURNAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 DATA ACCURATELY POSTED TO PROPER ACCOUNTS IN LEDGER TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1/2 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 IN PROPER COLUMN
( ) 3.04 IN PROPER COLUMN
( ) 3.05 IN PROPER COLUMN
( ) 3.06 ENTERED JOURNAL CODE AND PAGE NUMBER IN PROPER COLUMN OF LEDGER
( ) 3.07 ENTERED LEDGER ACCOUNT NUMBER IN PROPER COLUMN OF JOURNAL

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 02 POSTING

TERMOB NO. 20-053

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 02 POSTING

TERMOB NO. 20-054

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 VARIOUS JOURNALS WITH 25 ENTRIES TO BE POSTED. JOURNALS INCLUDE BUT ARE NOT LIMITED TO:
( ) 1.03 CASH RECEIPTS JOURNAL
( ) 1.04 CASH DISBURSEMENTS JOURNAL
( ) 1.05 SALES JOURNAL
( ) 1.06 PURCHASE JOURNAL
( ) 1.07 PAYROLL JOURNAL
( ) 1.08 LEDGER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE ACCOUNTS IN LEDGER EMPLOYING THE FOLLOWING PROCEDURE:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ENTER CREDIT(S) OR DEBIT(S) AMOUNTS
( ) 2.04 ENTER DATE
( ) 2.05 ENTER EXPLANATION
( ) 2.06 ENTER POSTING REFERENCE IN LEDGER
( ) 2.07 ENTER POSTING REFERENCE IN JOURNAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 DATA ACCURATELY POSTED TO PROPER ACCOUNTS IN CORRECT LEDGER TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 IN PROPER COLUMN
( ) 3.04 IN PROPER COLUMN
( ) 3.05 IN PROPER COLUMN
( ) 3.06 ENTER JOURNAL CODE AND PAGE NUMBER IN PROPER COLUMN OF CORRECT LEDGER
( ) 3.07 ENTER LEDGER ACCOUNT NUMBER IN PROPER COLUMN OF CORRECT JOURNAL

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 06 BOOKKEEPING AND ACCOUNTING

USOE CODE NO(S) ____________

UNIT 02 POSTING

TERMOB NO. 20-054

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 03 TRIAL BALANCE

TERMOB NO. 20-055

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 GENERAL LEDGER WITH 8 ACCOUNTS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 TAKE A TRIAL BALANCE ON 8 GENERAL LEDGER ACCOUNTS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 PENCIL FOOT ALL ACCOUNTS IN GENERAL LEDGER
( ) 2.04 ENTER HEADING
( ) 2.05 ENTER ACCOUNT TITLE
( ) 2.06 ENTER POSTING REFERENCE
( ) 2.07 ENTER DEBIT OR CREDIT BALANCE
( ) 2.08 TOTAL DEBITS AND CREDITS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 TRIAL BALANCE IS CORRECTLY TAKEN WITH CREDITS AND DEBITS EQUAL TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1/2 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY, ENTRIES IN PROPER POSITIONS
( ) 3.04 NEATLY, IN PROPER POSITION
( ) 3.05 IN PROPER COLUMN
( ) 3.06 ACCOUNT NUMBER IN PROPER COLUMN
( ) 3.07 IN PROPER COLUMN
( ) 3.08 TOTALS ARE EQUAL

MISOE NO. ____________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 06	BOOKKEEPING AND ACCOUNTING
USOE CODE NO(S)		UNIT 03	TRIAL BALANCE
		TERMOB NO.	20-055

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 04 WORKSHEET PREPARATION

TERMOB NO. 20-056

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 30 LINE TRIAL BALANCE
( ) 1.03 7 PERIODIC ADJUSTMENTS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PREPARE A FINANCIAL STATEMENT WORKSHEET EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ENTER TRIAL BALANCE
( ) 2.04 ENTER ADJUSTMENTS
( ) 2.05 ENTER INCOME STATEMENT
( ) 2.06 COMPUTE NET PROFIT OR LOSS IN INCOME STATEMENT SECTION
( ) 2.07 ENTER NET PROFIT OR LOSS
( ) 2.08 ENTER BALANCE SHEET ACCOUNT BALANCES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 FINANCIAL STATEMENT WORKSHEET IS PREPARED NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 IN PROPER COLUMNS, ACCURATELY WITH NO ERRORS
( ) 3.04 IN PROPER COLUMNS, ACCURATELY WITH NO ERRORS
( ) 3.05 IN PROPER COLUMNS, ACCURATELY WITH NO ERRORS
( ) 3.06 ACCURATELY WITH NO ERRORS
( ) 3.07 IN PROPER COLUMNS, ACCURATELY WITH NO ERRORS
( ) 3.08 IN PROPER COLUMNS, ACCURATELY WITH NO ERRORS

MISOE NO. ________________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 06	BOOKKEEPING AND ACCOUNTING
USOE CODE NO(S)		UNIT 04	WORKSHEET PREPARATION
		TERMOB NO.	20-056

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 05 FINANCIAL STATEMENTS

TERMOB NO. 20-057

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 FINANCIAL STATEMENT WORKSHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 PREPARE OWNER'S EQUITY STATEMENT FOR SOLE PROPRIETORSHIP EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 PREPARE HEADING
( ) 2.04 ENTER OWNER EQUITY ACCOUNTS
( ) 2.05 COMPUTE NEW BALANCE OF OWNER'S EQUITY ACCOUNT
( ) 2.06 RULE STATEMENT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 OWNER'S EQUITY STATEMENT PREPARED NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY, DATA CORRECT
( ) 3.04 ACCURATELY, NO ERRORS
( ) 3.05 ACCURATELY, SUMS CORRECT
( ) 3.06 NEATLY

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS
USOE CODE NO(S) ____________

DIVISION 06 BOOKKEEPING AND ACCOUNTING
UNIT 05 FINANCIAL STATEMENTS
TERMOB NO. 20-057

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 05 FINANCIAL STATEMENTS

TERMOB NO. 20-058

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 FINANCIAL STATEMENT WORKSHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PREPARE INCOME STATEMENT EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ENTER REVENUE AND EXPENSE ACCOUNTS
( ) 2.04 COMPUTE NET INCOME OR LOSS
( ) 2.05 RULE STATEMENT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 INCOME STATEMENT PREPARED NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ACCURATELY, NO ERRORS
( ) 3.04 ACCURATELY, NO ERRORS
( ) 3.05 NEATLY

MISOE NO.

PROGRAM BUSINESS AND OFFICE OCCUPATIONS
USOE CODE NO(S)

DIVISION 06 BOOKKEEPING AND ACCOUNTING
UNIT 05 FINANCIAL STATEMENTS
TERMOB NO. 20-058

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 05 FINANCIAL STATEMENTS

TERMOB NO. 20-059

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 FINANCIAL STATEMENT WORKSHEET
( ) 1.03 STATEMENT OF OWNER'S EQUITY

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 PREPARE A BALANCE SHEET EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ENTER ASSETS
( ) 2.04 ENTER LIABILITIES
( ) 2.05 ENTER OWNER'S NEW EQUITY BALANCE
( ) 2.06 RULE STATEMENT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 BALANCE SHEET IS PREPARED NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ACCURATELY, NO ERRORS
( ) 3.04 ACCURATELY, NO ERRORS
( ) 3.05 ACCURATELY, NO ERRORS
( ) 3.06 NEATLY

MISOE NO. ________________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 06	BOOKKEEPING AND ACCOUNTING
USOE CODE NO(S)		UNIT 05	FINANCIAL STATEMENTS
		TERMOB NO.	20-059

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 06 CLOSING ENTRIES

TERMOB NO. 20-060

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 JOURNALS
( ) 1.03 LEDGER
( ) 1.04 FINANCIAL STATEMENT WORKSHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MAKE A CLOSING ENTRY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSFER BALANCE OF EACH INCOME AND EXPENSE ACCOUNT TO PROFIT AND LOSS SUMMARY
( ) 2.04 COMPUTE CREDIT OR DEBIT OF PROFIT AND LOSS SUMMARY
( ) 2.05 CLOSE PROFIT OR LOSS SUMMARY ACCOUNT BALANCE TO CAPITAL ACCOUNTS
( ) 2.06 CLOSE DRAWING ACCOUNT BALANCE TO CAPITAL ACCOUNT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CLOSING ENTRY IS MADE, NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ACCURATELY, NO ERRORS
( ) 3.04 ACCURATELY, NO ERRORS
( ) 3.05 ACCURATELY, NO ERRORS
( ) 3.06 ACCURATELY, NO ERRORS

MISOE NO. ______

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 06	BOOKKEEPING AND ACCOUNTING
USOE CODE NO(S)		UNIT 06	CLOSING ENTRIES
		TERMOB NO.	20-060

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 06	BOOKKEEPING AND ACCOUNTING
		UNIT 07	RULING AND BALANCING
		TERMOB NO.	20-061

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 JOURNALS
( ) 1.03 LEDGER
( ) 1.04 FINANCIAL STATEMENT WORKSHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 PREPARE GENERAL LEDGER ACCOUNTS FOR RULING AND BALANCING EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 COMPUTE TOTALS OF DEBIT AND CREDIT FOR EACH ACCOUNT
( ) 2.04 DETERMINE THE BALANCE OF EACH LEDGER ACCOUNT
( ) 2.05 BALANCE ALL OPEN ACCOUNTS
( ) 2.06 TRANSFER BALANCES FORWARD TO THE FIRST DAY OF THE NEXT ACCOUNTING PERIOD
( ) 2.07 RULE ALL ACCOUNTS WITH NO BALANCE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 ACCOUNTS ARE PREPARED FOR RULING AND BALANCING NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ACCURATELY, SUMS CORRECT
( ) 3.04 TOTALS ENTERED ON SAME LINE, SUMS CORRECT
( ) 3.05 ACCURATELY, NO ERRORS
( ) 3.06 ACCURATELY, NO ERRORS
( ) 3.07 NEATLY, ACROSS ALL COLUMNS EXCEPT ITEMS COLUMNS

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ________________

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 07 RULING AND BALANCING

TERMOB NO. 20-061

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 06 BOOKKEEPING AND ACCOUNTING
UNIT 07 RULING AND BALANCING
TERMOB NO. 20-062

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 LEDGER ACCOUNTS PREPARED FOR RULING AND BALANCING

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 RULE AND BALANCE ACCOUNTS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ADD BALANCE OF ACCOUNT TO SMALLER SIDE
( ) 2.04 COMPUTE TOTALS
( ) 2.05 ENTER BALANCE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 ACCOUNTS ARE RULED AND BALANCED NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY AND ACCURATELY, NO ERRORS
( ) 3.04 RECORDED ON SAME LINE, SUMS CORRECT AND EQUAL
( ) 3.05 NEATLY ON SIDE THAT WAS ORIGINALLY LARGER

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ________________

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 07 RULING AND BALANCING

TERMOB NO. 20-062

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 08 ADJUSTING ENTRIES

TERMOB NO. 20-063

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 GENERAL JOURNAL
( ) 1.03 GENERAL LEDGER
( ) 1.04 WORKSHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MAKE ADJUSTING ENTRIES IN GENERAL JOURNAL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ENTER ADJUSTING ENTRIES IN GENERAL JOURNAL
( ) 2.04 POST GENERAL LEDGER ACCOUNTS
( ) 2.05 ENTER DEBIT OR CREDIT AMOUNT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 ADJUSTING ENTRIES MADE ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ACCURATELY, NO ERRORS
( ) 3.04 CORRECT ACCOUNTS POSTED ACCURATELY
( ) 3.05 ACCURATELY, SUMS CORRECT

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ________________

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 08 ADJUSTING ENTRIES

TERMOB NO. 20-063

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 06 BOOKKEEPING AND ACCOUNTING

UNIT 09 POST-CLOSING TRIAL BALANCE

TERMOB NO. 20-064

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 LEDGER WITH 8 ACCOUNTS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PREPARE A POST-CLOSING TRIAL BALANCE ON 8 LEDGER ACCOUNTS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 PENCIL FOOT ALL ACCOUNTS
( ) 2.04 ENTER HEADING
( ) 2.05 ENTER ACCOUNT TITLE
( ) 2.06 ENTER POSTING REFERENCE
( ) 2.07 ENTER DEBIT OR CREDIT BALANCE
( ) 2.08 TOTAL DEBITS AND CREDITS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 POST-CLOSING TRIAL BALANCE IS CORRECTLY TAKEN WITH CREDITS AND DEBITS EQUAL TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY, ENTRIES IN PROPER POSITIONS
( ) 3.04 IN PROPER POSITION
( ) 3.05 IN PROPER COLUMN
( ) 3.06 ACCOUNT NUMBER IN PROPER COLUMN
( ) 3.07 IN PROPER COLUMN
( ) 3.08 TOTALS ARE EQUAL

MISOE NO. ____________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 06	BOOKKEEPING AND ACCOUNTING
USOE CODE NO(S)		UNIT 09	POST-CLOSING TRIAL BALANCE
		TERMOB NO.	20-064

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5-065

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SUFFICIENT PROCEDURAL INFORMATION DESCRIBING THE REPORTS DESIRED AND THE INPUT DATA AVAILABLE FROM SOURCE DOCUMENTS
( ) 1.03 STANDARD CARD LAYOUT FORM

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PREPARE STANDARD CARD LAYOUT FORM INDICATING DATA FIELDS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 SET UP DATA FIELDS ON LAYOUT FORM

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 STANDARD CARD LAYOUT FORM IS PREPARED CORRECTLY WITH ALL DATA FIELDS PROPERLY INDICATED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 SUFFICIENT SPACE FOR EACH DATA FIELD; TOTAL COLUMNS USED NOT TO EXCEED 80

MISOE NO. __________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) __________

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5-065

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5-066

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PRINTER LAYOUT SHEET
( ) 1.03 PROJECT DESCRIPTION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MAKE A PRINTER LAYOUT CHART EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 WRITE TITLE
( ) 2.04 WRITE HEADINGS
( ) 2.05 INDICATE OUTPUT FIELD LOCATIONS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PRINTER LAYOUT CHART IS MADE NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CENTERED
( ) 3.04 SPACE PROPERLY PROPORTIONED
( ) 3.05 IN ACCORDANCE WITH PROJECT DESCRIPTION

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

USOE CODE NO(S) ____________

UNIT 01 PREPARATION

TERMOB NO. 5-066

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5-067

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 NUMBER OF VALUES TO BE ADDED IS EQUAL TO THE FIRST VALUE PROVIDED AS INPUT
( ) 1.03 FIRST VALUE PROVIDED AS INPUT IS NOT TO BE INCLUDED IN SUM
( ) 1.04 FLOWCHARTING WORKSHEET
( ) 1.05 FLOWCHARTING TEMPLATE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CONSTRUCT A FLOWCHART FOR A PROGRAM TO CALCULATE THE SUM OF ANY NUMBER OF INPUT VALUES EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 IDENTIFY INPUTS
( ) 2.04 IDENTIFY PROCESS STEPS
( ) 2.05 IDENTIFY DECISIONS
( ) 2.06 PROVIDE ALTERNATIVE PROCESSES FOR DECISIONS
( ) 2.07 IDENTIFY OUTPUTS
( ) 2.08 ASSEMBLE FLOWCHART

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 FLOWCHART IS CONSTRUCTED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ALL NECESSARY INPUTS IDENTIFIED
( ) 3.04 ALL NECESSARY PROCESS STEPS IDENTIFIED
( ) 3.05 ALL NECESSARY DECISIONS IDENTIFIED
( ) 3.06 ALL NECESSARY ALTERNATIVES PROVIDED
( ) 3.07 ALL NECESSARY OUTPUTS IDENTIFIED
( ) 3.08 NEATLY, ANSI SYMBOLS CORRECTLY USED

MISOE NO. ____________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 07	DATA PROCESSING
USOE CODE NO(S)		UNIT 01	PREPARATION
		TERMOB NO.	5-067

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5-068

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SUFFICIENT PROCEDURAL INFORMATION CONCERNING THE ACTIVITIES INVOLVED IN GETTING A HAIRCUT

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CONSTRUCT A FLOWCHART DESCRIBING GETTING A HAIRCUT EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 IDENTIFY PROCESS STEPS
( ) 2.04 IDENTIFY DECISIONS
( ) 2.05 PROVIDE ALTERNATIVE PROCESSES FOR DECISIONS
( ) 2.06 ASSEMBLE FLOWCHART

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 FLOWCHART IS CONSTRUCTED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ALL NECESSARY PROCESS STEPS IDENTIFIED
( ) 3.04 ALL NECESSARY DECISIONS IDENTIFIED
( ) 3.05 TWO ALTERNATIVES FOR EACH DECISION BASED ON YES OR NO ANSWERS PROVIDED
( ) 3.06 NEATLY, ANSI SYMBOLS CORRECTLY USED

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ______________

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5-068

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5-069

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)

( ) 1.02 SUFFICIENT PROCEDURAL INFORMATION DESCRIBING THE OPERATIONS INVOLVED IN COMPUTING GROSS PAY, DEDUCTIONS, AND NET PAY FROM THE CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CONSTRUCT A SYSTEM FLOWCHART DESCRIBING PAYROLL COMPUTATIONS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK

( ) 2.03 IDENTIFY INPUTS

( ) 2.04 IDENTIFY PROCESS STEPS

( ) 2.05 IDENTIFY OUTPUTS

( ) 2.06 ASSEMBLE FLOWCHART

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 FLOWCHART IS CONSTRUCTED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY

( ) 3.03 ALL NECESSARY INPUTS IDENTIFIED

( ) 3.04 ALL NECESSARY PROCESSES IDENTIFIED

( ) 3.05 ALL NECESSARY OUTPUTS IDENTIFIED

( ) 3.06 NEATLY, ANSI SYMBOLS CORRECTLY USED

MISOE NO. ____________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 07	DATA PROCESSING
USOE CODE NO(S)		UNIT 01	PREPARATION
		TERMOB NO.	5-069

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5-070

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 SUFFICIENT PROCEDURAL INFORMATION DESCRIBING THE OPERATIONS INVOLVED IN COMPUTING GROSS PAY, DEDUCTIONS, AND NET PAY FROM TIME CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CONSTRUCT A PROCESS FLOWCHART DESCRIBING PAYROLL COMPUTATIONS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 IDENTIFY INPUTS
( ) 2.04 IDENTIFY PROCESS STEPS
( ) 2.05 IDENTIFY DECISIONS
( ) 2.06 PROVIDE ALTERNATIVE PROCESSES FOR DECISIONS
( ) 2.07 IDENTIFY OUTPUTS
( ) 2.08 ASSEMBLE FLOWCHART

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 FLOWCHART IS CONSTRUCTED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ALL NECESSARY INPUTS IDENTIFIED
( ) 3.04 ALL NECESSARY PROCESS STEPS IDENTIFIED
( ) 3.05 ALL NECESSARY DECISIONS IDENTIFIED
( ) 3.06 ALL NECESSARY ALTERNATIVE PROCESSES FOR DECISIONS PROVIDED
( ) 3.07 ALL NECESSARY OUTPUTS IDENTIFIED
( ) 3.08 NEATLY, ANSI SYMBOLS CORRECTLY USED

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5-070

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-071

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 RPG CONTROL CARD AND FILE DESCRIPTION SPECIFICATION SHEET
( ) 1.03 RPG INPUT SPECIFICATION SHEETS
( ) 1.04 RPG CALCULATION SPECIFICATION SHEETS
( ) 1.05 RPG OUT FORMAT SPECIFICATION SHEETS
( ) 1.06 PRINTER SPACING LAYOUT SHEET
( ) 1.07 FLOWCHART OF PAYROLL PROCESSING

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CODE PAYROLL FLOWCHART AND PRINTER SPACING CHART TO RPG CODING SHEETS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CODE CONTROL CARD
( ) 2.03 CODE FILE DESCRIPTION SHEET
( ) 2.04 CODE INPUT RECORDS ON INPUT SPECIFICATION SHEETS
( ) 2.05 CODE SPECIFICATIONS ON CALCULATION SPECIFICATION SHEETS
( ) 2.06 CODE OUTPUT FROM PRINTER SPACING CHARTS ON OUTPUT SPECIFICATION SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PAYROLL FLOWCHART AND PRINTER SPACING CHART ARE CODED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 LANGUAGE AND DATA IS CORRECT
( ) 3.03 LANGUAGE AND DATA IS CORRECT
( ) 3.04 LANGUAGE AND DATA IS CORRECT
( ) 3.05 LANGUAGE AND DATA IS CORRECT
( ) 3.06 LANGUAGE AND DATA IS CORRECT

MISOE NO. __________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) __________

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-071

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-072

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PAYROLL SYSTEM FLOWCHART
( ) 1.03 PRINTER LAYOUT SHEET
( ) 1.04 ASSEMBLY LANGUAGE CODING SHEETS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CODE ASSEMBLY LANGUAGE PROGRAM TO CALCULATE PAYROLL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSLATE PRINTOUT FORMAT
( ) 2.04 TRANSLATE INSTRUCTIONS
( ) 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 ASSEMBLY LANGUAGE PROGRAM IS CODED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 4 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LANGUAGE IS CORRECT
( ) 3.04 LANGUAGE IS CORRECT
( ) 3.05 INSTRUCTIONS ARE CORRECT

MISOE NO. ______

PROGRAM BUSINESS AND OFFICE OCCUPATIONS
USOE CODE NO(S) ______

DIVISION 07 DATA PROCESSING
UNIT 02 COMPILATION
TERMOB NO. 5-072

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-073

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PAYROLL SYSTEM FLO[illegible]ART
( ) 1.03 PRINTER LAYOUT SHEE[illegible]
( ) 1.04 FORTRAN LANGUAGE COD[illegible]S

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 CODE FORTRAN LANGUAGE PROGRAM TO CALCULATE PAYROLL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSLATE PRINTOUT FORMAT
( ) 2.04 TRANSLATE INSTRUCTIONS
( ) 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 FORTRAN LANGUAGE PROGRAM IS CODED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 3 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LANGUAGE IS CORRECT
( ) 3.04 LANGUAGE IS CORRECT
( ) 3.05 INSTRUCTIONS ARE CORRECT

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-073

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-074

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PAYROLL SYSTEM FLOWCHART
( ) 1.03 PRINTER LAYOUT SHEET
( ) 1.04 COBOL LANGUAGE CODING SHEETS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 CODE COBOL LANGUAGE PROGRAM TO CALCULATE PAYROLL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSLATE PRINTOUT FORMAT
( ) 2.04 TRANSLATE INSTRUCTIONS
( ) 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 COBOL LANGUAGE PROGRAM IS CODED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 4 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LANGUAGE IS CORRECT
( ) 3.04 LANGUAGE IS CORRECT
( ) 3.05 INSTRUCTIONS ARE CORRECT

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-074

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-075

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PAYROLL SYSTEM FLOWCHART
( ) 1.03 PRINTER LAYOUT SHEET
( ) 1.04 RPG LANGUAGE CODING SHEETS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CODE RPG LANGUAGE PROGRAM TO CALCULATE PAYROLL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSLATE PRINTOUT FORMAT
( ) 2.04 TRANSLATE INSTRUCTIONS
( ) 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 RPG LANGUAGE PROGRAM IS CODED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 3 HOURS WITH EACH OPERATION JUDGED SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LANGUAGE IS CORRECT
( ) 3.04 LANGUAGE IS CORRECT
( ) 3.05 INSTRUCTIONS ARE CORRECT

MISOE NO. ____________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________________

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-075

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMCB NO. 5-076

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PRINTER LAYOUT CHART
( ) 1.03 COBOL PROGRAMMING WORKSHEET
( ) 1.04 PROJECT DESCRIPTION
( ) 1.05 PROCESSING FLOWCHART

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CODE PRINTER LAYOUT IN COBOL EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSLATE FLOWCHART
( ) 2.04 TRANSLATE INSTRUCTIONS
( ) 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PRINTER LAYOUT IS CODED TO COMPUTER LANGUAGE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LANGUAGE IS CORRECT
( ) 3.04 LANGUAGE IS CORRECT
( ) 3.05 FIELD DATA LOCATIONS CORRECT

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS
USOE CODE NO(S) ________________

DIVISION 07 DATA PROCESSING
UNIT 02 COMPILATION
TERMOB NO. 5-076

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-077

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PRINTER LAYOUT CHART
( ) 1.03 FORTRAN PROGRAMMING WORKSHEET
( ) 1.04 PROJECT DESCRIPTION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 CODE PRINTER IN FORTRAN EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSLATE FLOWCHART
( ) 2.04 TRANSLATE INSTRUCTIONS
( ) 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 PRINTER LAYOUT IS CODED TO COMPUTER LANGUAGE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LANGUAGE IS CORRECT
( ) 3.04 LANGUAGE IS CORRECT
( ) 3.05 FIELD DATA LOCATIONS CORRECT

MISOE NO. ________________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ________________

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-077

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-078

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 KEY PUNCH MACHINE
( ) 1.03 COBOL PROGRAMMING WORKSHEET
( ) 1.04 BLANK CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PUNCH SOURCE DECK FROM COBOL CODING SHEETS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 FILL MACHINE WITH CARDS
( ) 2.04 FEED CARD
( ) 2.05 TRANSFER CODING TO CARD
( ) 2.06 PROOFREAD

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CARDS PUNCHED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 STACKED EVENLY, NOT MUTILATED
( ) 3.04 CARD FED
( ) 3.05 EXACTLY, NO ERRORS
( ) 3.06 ALL ERRORS LOCATED

MISOE NO. ______________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 07	DATA PROCESSING
USOE CODE NO(S)		UNIT 03	PUNCH CARD PROCESSING
		TERMOB NO.	5-078

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-079

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 KEY PUNCH MACHINE
( ) 1.03 FORTRAN PROGRAMMING WORKSHEET
( ) 1.04 BLANK CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PUNCH SOURCE DECK FROM FORTRAN CODING SHEETS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 FILL MACHINE WITH CARDS
( ) 2.04 FEED CARD
( ) 2.05 TRANSFER CODING TO CARD
( ) 2.06 PROOFREAD

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CARDS PUNCHED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 STACKED EVENLY, NOT MUTILATED
( ) 3.04 CARD FED
( ) 3.05 EXACTLY, NO ERRORS
( ) 3.06 ALL ERRORS LOCATED

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

USOE CODE NO(S) ____________

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-079

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-080

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 KEYPUNCH MACHINE
( ) 1.03 RPG SPECIFICATION SHEETS
( ) 1.04 BLANK CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PUNCH OBJECT DECK FROM RPG SPECIFICATION SHEETS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 TRANSFER CODING TO CARDS
( ) 2.04 PROOFREAD CARDS AGAINST SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 OBJECT DECK IS PUNCHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 LANGUAGE IS CORRECT
( ) 3.04 ALL ERRORS LOCATED

MISOE NO. ________________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 07	DATA PROCESSING
USOE CODE NO(S)		UNIT 03	PUNCH CARD PROCESSING
		TERMOB NO.	5-080

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-081

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 KEYPUNCH MACHINE
( ) 1.03 PROGRAM DRUM CARD
( ) 1.04 BLANK CARDS
( ) 1.05 SOURCE DOCUMENTS
( ) 1.06 JOB DESCRIPTION SHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PUNCH CARDS FROM SOURCE DOCUMENTS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 FILL HOPPER WITH BLANK DATA CARDS
( ) 2.04 INSERT PROGRAM CARD ON PROGRAM DRUM
( ) 2.05 SET NECESSARY SWITCHES
( ) 2.06 TRANSFER SOURCE DOCUMENT DATA TO CARDS
( ) 2.07 PROOFREAD CARDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 DATA CARDS ARE PUNCHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CORRECT CARDS USED
( ) 3.04 PROPERLY ALIGNED
( ) 3.05 TO PROPERLY ACTIVATE PROGRAM
( ) 3.06 LANGUAGE IS CORRECT
( ) 3.07 ALL ERRORS LOCATED

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-081

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-082

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 KEYPUNCH MACHINE
( ) 1.03 BLANK CARDS
( ) 1.04 PREPARED STANDARD CARD LAYOUT SHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PUNCH STANDARD (PROGRAM I) PROGRAM CARD FOR KEYPUNCH PROGRAM DRUM EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 FEED BLANK CARD
( ) 2.04 ENCODE CARD
( ) 2.05 CHECK CARD AGAINST LAYOUT SHEET

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PROGRAM CARD IS PUNCHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 BLANK CARD FED
( ) 3.04 LANGUAGE IS CORRECT
( ) 3.05 ALL ERRORS ARE LOCATED

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-082

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-083

1.00 CONDITION

( ) 1.01 PUNCHED CARDS
( ) 1.02 KEY PUNCH MACHINE
( ) 1.03 PROJECT DESCRIPTION
( ) 1.04 SOURCE DOCUMENTS
( ) 1.05 VERIFIER
( ) 1.06 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.07 BLANK CARDS FIELDED LIKE THE PUNCHED CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 CHECK PUNCHED CARDS FOR ERRORS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 DESK CHECK CARDS
( ) 2.04 USE VERIFIER
( ) 2.05 CORRECT ERRORS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PUNCHED CARDS ARE VERIFIED AND ERRORS ARE CORRECTED TO THE APPROVAL OF A BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ALL ERRORS LOCATED
( ) 3.04 ALL ERRORS LOCATED
( ) 3.05 CARDS REPUNCHED

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-083

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-084

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PUNCHED CARDS
( ) 1.03 KEYPUNCH MACHINE
( ) 1.04 PROJECT DESCRIPTION
( ) 1.05 SOURCE DOCUMENTS
( ) 1.06 VERIFYING MACHINE
( ) 1.07 BLANK CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 VERIFY PUNCH CARDS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 DESK CHECK CARDS
( ) 2.04 USE VERIFIER
( ) 2.05 CORRECT ERRORS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PUNCH CARDS ARE VERIFIED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 ALL ERRORS LOCATED
( ) 3.04 ALL ERRORS LOCATED
( ) 3.05 CARDS REPUNCHED

MISOE NO.

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

USOE CODE NO(S)

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-084

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ____________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 07	DATA PROCESSING
		UNIT 03	PUNCH CARD PROCESSING
		TERMOB NO.	5-085

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PUNCHED CARDS WITH DATED INFORMATION
( ) 1.03 PUNCH CARD SORTING MACHINE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 SORT PUNCHED CARDS CHRONOLOGICALLY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 LOAD MACHINE
( ) 2.04 SET COLUMN READ
( ) 2.05 SORT FOR YEAR
( ) 2.06 SORT FOR MONTH
( ) 2.07 SORT FOR DAY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 PUNCHED CARDS ARE SORTED CHRONOLOGICALLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CARDS STACKED EVENLY
( ) 3.04 CORRECT COLUMN
( ) 3.05 CARDS ARE IN ORDER BY YEAR
( ) 3.06 CARDS ARE IN ORDER BY MONTH
( ) 3.07 CARDS ARE IN ORDER BY DAY

MISOE NO. ______

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ______

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-085

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-086

1.00 CONDITION

( ) 1.01 PUNCHED CARDS WITH NUMERIC FIELDS
( ) 1.02 SUFFICIENT INFORMATION AS TO DESIRED HIERARCHY OF NUMERIC FIELDS
( ) 1.03 CARD SORTER
( ) 1.04 SORTER RACK
( ) 1.05 CARD TRAYS
( ) 1.06 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 SORT PUNCHED CARDS NUMERICALLY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 LOAD MACHINE
( ) 2.04 SET DIALS, SWITCHES AND INDICATORS TO PROCESS CARDS
( ) 2.05 SORT EACH COLUMN
( ) 2.06 VISUALLY CHECK SORTED CARDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PUNCH CARDS ARE SORTED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CARDS NEATLY STACKED
( ) 3.04 PROPER DIALS, SWITCHES AND INDICATORS SET
( ) 3.05 IN PROPER SEQUENCE
( ) 3.06 ALL ERRORS LOCATED

MISOE NO. ______________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 07	DATA PROCESSING
USOE CODE NO(S)		UNIT 03	PUNCH CARD PROCESSING
		TERMOB NO.	5-086

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-087

1.00 CONDITION

( ) 1.01 PUNCHED CARDS WITH ALPHABETIC FIELDS
( ) 1.02 CARD SORTER
( ) 1.03 SORTER RACK
( ) 1.04 CARD TRAYS
( ) 1.05 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 SORT PUNCHED CARDS ALPHABETICALLY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 LOAD MACHINE
( ) 2.04 SET DIALS, SWITCHES AND INDICATORS TO PROCESS CARDS
( ) 2.05 SORT EACH COLUMN
( ) 2.06 VISUALLY CHECK SORTED CARDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 CARDS ARE SORTED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 1/2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CARDS NEATLY STACKED
( ) 3.04 PROPER DIALS, SWITCHES AND INDICATORS SET
( ) 3.05 TWICE, IN PROPER SEQUENCE
( ) 3.06 ALL ERRORS LOCATED

MISOE NO. ______

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ______

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-087

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS
DIVISION 07 DATA PROCESSING
UNIT 03 PUNCH CARD PROCESSING
TERMOB NO. 5-088

1.00 CONDITION

( ) 1.01 PUNCHED CARDS
( ) 1.02 BLANK CARDS
( ) 1.03 REPRODUCING PUNCH
( ) 1.04 WIRED PANEL
( ) 1.05 CARD TRAYS
( ) 1.06 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 REPRODUCE PUNCHED CARDS USING REPRODUCING PUNCH EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 LOAD READ HOPPER WITH PUNCHED CARDS
( ) 2.04 LOAD PUNCH HOPPER WITH BLANK CARDS
( ) 2.05 INSERT WIRED PANEL
( ) 2.06 SET PROPER SWITCHES
( ) 2.07 VISUALLY COMPARE PUNCHED CARDS WITH MASTER CARDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 CARDS ARE REPRODUCED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 NEATLY STACKED
( ) 3.04 NEATLY STACKED
( ) 3.05 PROPERLY CONNECTED
( ) 3.06 FOR DESIRED OPERATIONS
( ) 3.07 ALL ERRORS LOCATED

MISOE NO. ________________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 07	DATA PROCESSING
USOE CODE NO(S)		UNIT 03	PUNCH CARD PROCESSING
		TERMOB NO.	5-088

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-089

1.00 CONDITION

( ) 1.01 MASTER CARD
( ) 1.02 BLANK CARDS
( ) 1.03 WIRED PANEL
( ) 1.04 REPRODUCING PUNCH
( ) 1.05 CARD TRAYS
( ) 1.06 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 GANGPUNCH CARDS USING REPRODUCING PUNCH EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORKSTATION FOR TASK
( ) 2.03 PLACE MASTER CARD AND BLANK CARDS INTO PUNCH HOPPER
( ) 2.04 INSERT WIRED PANEL
( ) 2.05 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CARDS ARE GANG PUNCHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CARDS STACKED NEATLY
( ) 3.04 PROPERLY CONNECTED
( ) 3.05 PROPER SWITCHES FOR DESIRED OPERATIONS SET

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS
USOE CODE NO(S) ____________

DIVISION 07 DATA PROCESSING
UNIT 03 PUNCH CARD PROCESSING
TERMOB NO. 5-089

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-090

1.00 CONDITION

( ) 1.01 MARK-SENSED CARDS
( ) 1.02 REPRODUCING PUNCH
( ) 1.03 WIRED PANEL
( ) 1.04 CARD TRAYS
( ) 1.05 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 PUNCH MARKED-SENSE CARDS USING THE REPRODUCING PUNCH EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 LOAD PUNCH HOPPER WITH MARK-SENSED CARDS
( ) 2.04 INSERT WIRED PANEL
( ) 2.05 SET NECESSARY SWITCHES
( ) 2.06 VISUALLY CHECK PUNCHED CARDS FOR PROPER POSITIONING OF PUNCHED FIELDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 CARDS PUNCHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CARDS NEATLY STACKED
( ) 3.04 PROPERLY CONNECTED
( ) 3.05 FOR DESIRED OPERATIONS
( ) 3.06 ALL ERRORS LOCATED

MISOE NO. ______

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ______

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD PROCESSING

TERMOB NO. 5-090

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-091

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 DISK PACK
( ) 1.03 DISK DRIVE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MOUNT A DISK PACK ON A DISK DRIVE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 SET SWITCHES
( ) 2.03 LOAD DISK PACK
( ) 2.04 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 DISK PACK IS MOUNTED ON DISK DRIVE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 SWITCHES ARE SET CORRECTLY
( ) 3.03 DISK PACK IS LOADED CORRECTLY
( ) 3.04 SWITCHES ARE SET CORRECTLY

MISOE NO. ____________________

PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 07	DATA PROCESSING
USOE CODE NO(S)		UNIT 04	COMPUTER OPERATIONS
		TERMOB NO.	5-091

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-092

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 MAGNETIC TAPE
( ) 1.03 MAGNETIC TAPE DRIVE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MOUNT A REEL OF MAGNETIC TAPE ON A TAPE DRIVE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 SET SWITCHES FOR LOADING
( ) 2.03 LOAD REEL
( ) 2.04 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 MAGNETIC TAPE REEL IS MOUNTED ON MAGNETIC TAPE DRIVE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 SWITCHES ARE SET CORRECTLY
( ) 3.03 REEL IS LOADED CORRECTLY
( ) 3.04 SWITCHES ARE SET CORRECTLY

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-092

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-093

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PUNCHED CARDS
( ) 1.03 CARD READER/PUNCH MACHINE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 LOAD CARD DECK IN CARD READER/PUNCH MACHINE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 SET SWITCHES
( ) 2.03 LOAD PUNCHED CARDS
( ) 2.04 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PUNCHED CARDS ARE LOADED IN CARD READER/PUNCH MACHINE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 SWITCHES ARE SET CORRECTLY
( ) 3.03 PUNCHED CARDS ARE LOADED EVENLY
( ) 3.04 SWITCHES ARE SET CORRECTLY

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-093

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-094

1.00 CONDITION

( ) 1.01 REPRODUCING PUNCH CONTROL PANEL DIAGRAM
( ) 1.02 CONTROL PANEL
( ) 1.03 ASSORTED WIRES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 WIRE REPRODUCING PUNCH PANEL FROM WIRING DIAGRAM EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION TO TASK
( ) 2.03 INSERT WIRES INTO PANEL AS INDICATED ON DIAGRAM

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PANEL IS WIRED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CORRECTLY INSERTED

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

USOE CODE NO(S) ____________

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-094

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-095

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 PENCILS IN ASSORTED COLORS
( ) 1.03 BLANK REPRODUCING PUNCH CONTROL PANEL DIAGRAM
( ) 1.04 SUFFICIENT PROCEDURAL INFORMATION DESCRIBING THE LOCATIONS OF THE SENDING FIELDS ON INPUT CARDS AND THE DESIRED LOCATION OF THE FIELDS ON THE OUTPUT CARD

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 PREPARE REPRODUCING PUNCH CONTROL PANEL DIAGRAM FOR STRAIGHT REPRODUCING OF CARDS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 INDICATE SENDING FIELD LOCATIONS
( ) 2.04 INDICATE RECEIVING FIELD LOCATIONS
( ) 2.05 INDICATE THE COMPARISON CHECK FOR EACH FIELD

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CONTROL PANEL DIAGRAM IS PREPARED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CODED CORRECTLY
( ) 3.04 CODED CORRECTLY
( ) 3.05 INDICATED CORRECTLY

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-095

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-096

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES
( ) 1.02 KEYPUNCH
( ) 1.03 BLANK CARDS
( ) 1.04 PREPARED MULTIPLE CARD LAYOUT FORM

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 PUNCH STANDARD (PROGRAM I) AND ALTERNATE (PROGRAM II) PROGRAM CARDS FOR KEYPUNCH PROGRAM DRUM EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 FEED BLANK CARD
( ) 2.04 ENCODE CARD
( ) 2.05 REINSERT CARD NOW PUNCHED WITH PROGRAM I
( ) 2.06 ENCODE CARD
( ) 2.07 TEST PROGRAMS USING SAMPLE DATA CARDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 PROGRAM CARDS ARE PUNCHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH STEP JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 CARD FED
( ) 3.04 WITH PROPER CODES FOR PROGRAM I
( ) 3.05 CORRECTLY INSERTED
( ) 3.06 WITH PROPER CODES FOR PROGRAM II
( ) 3.07 ALL ERRORS LOCATED

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

USOE CODE NO(S) ____________

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-096

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-097

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 COMPUTER CONSOLE MACHINE
( ) 1.03 INSTRUCTION WORK SHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 LOAD PROGRAM THROUGH COMPUTER CONSOLE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 SET SWITCHES
( ) 2.03 KEY IN PROGRAM

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PROGRAM IS LOADED INTO MEMORY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 SWITCHES ARE SET CORRECTLY
( ) 3.03 PROGRAM IS KEYED IN ACCORDING TO WORK SHEET INSTRUCTION

MISOE NO. ____________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

USOE CODE NO(S) ____________

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-097

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-098

1.00 CONDITION

( ) 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
( ) 1.02 FORMS
( ) 1.03 HIGH SPEED PRINTER MACHINE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MOUNT FORMS IN HIGH SPEED PRINTER MACHINE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 SET SWITCHES
( ) 2.03 LOAD FORMS
( ) 2.04 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 FORMS ARE MOUNTED IN HIGH SPEED PRINTER MACHINE TO APPROVAL OF A BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 SWITCHES ARE SET CORRECTLY
( ) 3.03 FORMS ARE LOADED AND POSITIONED CORRECTLY
( ) 3.04 SWITCHES ARE SET CORRECTLY

MISOE NO. ______________

PROGRAM BUSINESS AND OFFICE OCCUPATIONS
USOE CODE NO(S) ______________

DIVISION 07 DATA PROCESSING
UNIT 04 COMPUTER OPERATIONS
TERMOB NO. 5-098

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

TABLE T-3 BASIC OFFICE SUPPLIES

PENS

PENCILS

TYPEWRITER

PAPER

ASSORTED BUSINESS FORMS

ENVELOPES

CORRECTING TAPE

CORRECTING FLUID

STAPLER

TAPE

RULER

LETTER OPENER

TELEPHONE DIRECTORY

TELEPHONE

ASSORTED RUBBER STAMPS

DESK

CHAIR

PAPER CUTTER

CARBON PAPER

PAPER CLIPS

DICTIONARY

ERASER

PAPER PUNCH

Table T-4 Additional TERMOB Performance Statements

This form is provided for the addition of TERMOB performance statements to ensure more complete coverage of your program. Please provide a comprehensive performance statement (coded 2.01 on each TERMOB) for each area of deficiency that you have identified.

The performance statement need only be listed identified by the division and unit numbers of the deficient areas; the conditions and extents will be incorporated later.

1. Division________ Performance Statement____________________
   Unit____________ ____
   ____
   ____

2. Division________ Performance Statement____________________
   Unit____________ ____
   ____
   ____

3. Division________ Performance Statement____________________
   Unit____________ ____
   ____
   ____

4. Division________ Performance Statement____________________
   Unit____________ ____
   ____
   ____

5. Division________ Performance Statement____________________
   Unit____________ ____
   ____
   ____

6. Division________ Performance Statement____________________
   Unit____________ ____
   ____
   ____

7. Division Performance Statement

2. Division__________ Performance Statement____________________

   Unit______________

3. Division__________ Performance Statement____________________

   Unit______________

4. Division__________ Performance Statement____________________

   Unit______________

5. Division__________ Performance Statement____________________

   Unit______________

6. Division__________ Performance Statement____________________

   Unit______________

7. Division__________ Performance Statement____________________

   Unit______________

Table T-4 (Cont'd) Additional TERMOB Performance Statements

This form is provided for the addition of TERMOB performance statements to ensure more complete coverage of your program. Please provide a comprehensive performance statement (coded 2.01 on each TERMOB) for each area of deficiency that you have identified.

The performance statement need only be listed identified by the division and unit numbers of the deficient areas; the conditions and extents will be incorporated later.

8. Division________ Performance Statement______________________

Unit____________

9. Division________ Performance Statement______________________

Unit____________

10. Division________ Performance Statement______________________

Unit____________

11. Division________ Performance Statement______________________

Unit____________

12. Division________ Performance Statement______________________

Unit____________

13. Division________ Performance Statement______________________

Unit____________

Unit______________

9. Division__________ Performance Statement__________________________

Unit______________

10. Division__________ Performance Statement__________________________

Unit______________

11. Division__________ Performance Statement__________________________

Unit______________

12. Division__________ Performance Statement__________________________

Unit______________

13. Division__________ Performance Statement__________________________

Unit______________

14. Division__________ Performance Statement__________________________

Unit______________

INDEX OF TERMOB STATEMENTS

PROGRAM: BUSINESS AND OFFICE OCCUPATIONS

TERMOB NO.		PAGE
20-001	TYPE A BUSINESS LETTER FROM HANDWRITTEN COPY, IN BLOCK FORM	T-12
20-002	TYPE A BUSINESS LETTER FROM HANDWRITTEN COPY, IN MODIFIED BLOCK FORM	T-14
20-003	TYPE A STATISTICAL REPORT FROM HANDWRITTEN COPY	T-16
20-004	TYPE A SHORT MEMO FROM HANDWRITTEN COPY WITH 3 CARBON COPIES	T-18
20-005	TYPE THE COMPANY NEWSPAPER INTO TWO COLUMN FORM	T-20
20-006	TYPE A SHORT 1/2 PAGE BUSINESS LETTER IN SEMIBLOCK FORM DIRECTLY FROM DICTATION	T-22
20-007	TYPE A 50 WORD TELEGRAM DIRECTLY FROM DICTATION	T-24
20-008	TYPE A SHORT MEMO DIRECTLY FROM DICTATION	T-26
20-009	COMPOSE A COLLECTION LETTER AT THE TYPEWRITER ASSUMING THE CUSTOMER HAD FORGOTTEN TO PAY	T-28
20-010	COMPOSE A COLLECTION LETTER AT THE TYPEWRITER ASSUMING THE CUSTOMER WILL PAY ONLY IF HE IS MADE TO PAY	T-30
20-011	TYPE A SHORT 6 ITEM PURCHASE ORDER IN DUPLICATE	T-32
20-012	TRANSCRIBE EXPENSE REPORT TO TYPEWRITTEN FORM IN DUPLICATE	T-34
20-013	TYPE A PROPERTY TRANSFER DEED IN DUPLICATE	T-36
20-014	TYPE LEGAL AGREEMENT FROM HANDWRITTEN COPY WITH TWO COPIES	T-38
20-015	PREPARE A LEGAL BACK	T-40
20-016	PROOFREAD ROUGH DRAFT MARKING ALL ERRORS	T-42
20-017	PERFORM ROUTINE MAINTENANCE ON TYPEWRITER	T-44
20-018	MAKE A STENCIL	T-46
20-019	MIMEOGRAPH 10 COPIES OF STENCIL	T-48
20-020	DUPLICATE 10 COPIES OF MASTER	T-50
20-021	DUPLICATE 10 COPIES OF ORIGINAL	T-52

20-005	TYPE THE COMPANY NEWSPAPER INTO TWO COLUMN FORM	T-20
20-006	TYPE A SHORT 1/2 PAGE BUSINESS LETTER IN SEMIBLOCK FORM DIRECTLY FROM DICTATION	T-22
20-007	TYPE A 50 WORD TELEGRAM DIRECTLY FROM DICTATION	T-24
20-008	TYPE A SHORT MEMO DIRECTLY FROM DICTATION	T-26
20-009	COMPOSE A COLLECTION LETTER AT THE TYPEWRITER ASSUMING THE CUSTOMER HAD FORGOTTEN TO PAY	T-28
20-010	COMPOSE A COLLECTION LETTER AT THE TYPEWRITER ASSUMING THE CUSTOMER WILL PAY ONLY IF HE IS MADE TO PAY	T-30
20-011	TYPE A SHORT 6 ITEM PURCHASE ORDER IN DUPLICATE	T-32
20-012	TRANSCRIBE EXPENSE REPORT TO TYPEWRITTEN FORM IN DUPLICATE	T-34
20-013	TYPE A PROPERTY TRANSFER DEED IN DUPLICATE	T-36
20-014	TYPE LEGAL AGREEMENT FROM HANDWRITTEN COPY WITH TWO COPIES	T-38
20-015	PREPARE A LEGAL BACK	T-40
20-016	PROOFREAD ROUGH DRAFT MARKING ALL ERRORS	T-42
20-017	PERFORM ROUTINE MAINTENANCE ON TYPEWRITER	T-44
20-018	MAKE A STENCIL	T-46
20-019	MIMEOGRAPH 10 COPIES OF STENCIL	T-48
20-020	DUPLICATE 10 COPIES OF MASTER	T-50
20-021	DUPLICATE 10 COPIES OF ORIGINAL	T-52
20-022	SOLVE PROBLEMS ON ADDING MACHINE (FULL KEY)	T-54
20-023	SOLVE PROBLEMS ON ADDING MACHINE (10 KEY)	T-56
20-024	SOLVE PROBLEMS ON CALCULATOR	T-58
20-025	TRANSCRIBE SHORT MEMO FROM TAPE TO TYPEWRITTEN FORM	T-60

INDEX OF TERMOB STATEMENTS

PROGRAM: BUSINESS AND OFFICE OCCUPATIONS

TERMOB NO.		PAGE
20-026	POST INVOICE ITEMS TO ACCOUNT CARDS	T-62
20-027	EXTEND SERVICE TO TELEPHONE CALLER	T-64
20-028	PLACE A TELEPHONE CALL	T-66
20-029	RECEIVE CALLER WITHOUT AN APPOINTMENT	T-68
20-030	RECEIVE CALLER WITH COMPLAINT	T-70
20-031	PREPARE MAIL TO BE SENT OUT	T-72
20-032	DISTRIBUTE MAIL	T-74
20-033	EXTEND SERVICE TO CUSTOMER (CASH)	T-76
20-034	EXTEND SERVICE TO CUSTOMER (CREDIT)	T-78
20-035	STENOGRAPH SHORT BUSINESS LETTER	T-80
20-036	STENOGRAPH REPORT	T-82
20-037	TRANSCRIBE SHORT BUSINESS LETTER TO TYPEWRITTEN FORM	T-84
20-038	TRANSCRIBE REPORT TO TYPEWRITTEN FORM	T-86
20-039	PREPARE A PAYROLL REGISTER	T-88
20-040	POST PAY INFORMATION TO EARNINGS RECORD FOR EACH EMPLOYEE	T-90
20-041	POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE ACCOUNTS IN LEDGER	T-92
20-042	POST DATA FROM GENERAL JOURNAL TO APPROPRIATE ACCOUNTS IN LEDGER	T-94
20-043	FILE ITEMS GEOGRAPHICALLY	T-96
20-044	FILE ITEMS ALPHABETICALLY	T-98
20-045	FILE ITEMS NUMERICALLY	T-100
20-046	FILE ITEMS ALPHABETICALLY BY SUBJECT WITH A RELATIVE INDEX	T-102
20-047	SET UP PETTY CASH SYSTEM	T-104
20-048	MAINTAIN PETTY CASH SYSTEM	T-106
20-049	DISBURSE A CHECK	T-108
20-050	BALANCE A CHECKING ACCOUNT	T-110
20-051	RECORD DATA IN GENERAL JOURNAL	T-112

20-031 PREPARE MAIL TO BE SENT OUT T-72

20-032 DISTRIBUTE MAIL T-74

20-033 EXTEND SERVICE TO CUSTOMER (CASH) T-76

20-034 EXTEND SERVICE TO CUSTOMER (CREDIT) T-78

20-035 STENOGRAPH SHORT BUSINESS LETTER T-80

20-036 STENOGRAPH REPORT T-82

20-037 TRANSCRIBE SHORT BUSINESS LETTER TO TYPEWRITTEN FORM T-84

20-038 TRANSCRIBE REPORT TO TYPEWRITTEN FORM T-86

20-039 PREPARE A PAYROLL REGISTER T-88

20-040 POST PAY INFORMATION TO EARNINGS RECORD FOR EACH EMPLOYEE T-90

20-041 POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE ACCOUNTS IN LEDGER T-92

20-042 POST DATA FROM GENERAL JOURNAL TO APPROPRIATE ACCOUNTS IN LEDGER T-94

20-043 FILE ITEMS GEOGRAPHICALLY T-96

20-044 FILE ITEMS ALPHABETICALLY T-98

20-045 FILE ITEMS NUMERICALLY T-100

20-046 FILE ITEMS ALPHABETICALLY BY SUBJECT WITH A RELATIVE INDEX T-102

20-047 SET UP PETTY CASH SYSTEM T-104

20-048 MAINTAIN PETTY CASH SYSTEM T-106

20-049 DISBURSE A CHECK T-108

20-050 BALANCE A CHECKING ACCOUNT T-110

20-051 RECORD DATA IN GENERAL JOURNAL T-112

20-052 RECORD DATA IN APPROPRIATE JOURNALS T-114

20-053 POST DATA FROM GENERAL JOURNAL TO APPROPRIATE ACCOUNTS IN LEDGER T-116

20-054 POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE ACCOUNTS IN LEDGER T-118

INDEX OF TERMOB STATEMENTS

PROGRAM: BUSINESS AND OFFICE OCCUPATIONS

TERMOB NO.		PAGE
20-055	TAKE A TRIAL BALANCE ON 8 GENERAL LEDGER ACCOUNTS	T-120
20-056	PREPARE A FINANCIAL STATEMENT WORKSHEET	T-122
20-057	PREPARE OWNER'S EQUITY STATEMENT FOR SOLE PROPRIETORSHIP	T-124
20-058	PREPARE INCOME STATEMENT	T-126
20-059	PREPARE A BALANCE SHEET	T-128
20-060	MAKE A CLOSING ENTRY	T-130
20-061	PREPARE GENERAL LEDGER ACCOUNTS FOR RULING AND BALANCING	T-132
20-062	RULE AND BALANCE ACCOUNTS	T-134
20-063	MAKE ADJUSTING ENTRIES IN GENERAL JOURNAL	T-136
20-064	PREPARE A POST-CLOSING TRIAL BALANCE ON 8 LEDGER ACCOUNTS	T-138
5-065	PREPARE STANDARD CARD LAYOUT FORM INDICATING DATA FIELDS	T-140
5-066	MAKE A PRINTER LAYOUT CHART	T-142
5-067	CONSTRUCT A FLOWCHART FOR A PROGRAM TO CALCULATE THE SUM OF ANY NUMBER OF INPUT VALUES	T-144
5-068	CONSTRUCT A FLOWCHART DESCRIBING GETTING A HAIRCUT	T-146
5-069	CONSTRUCT A SYSTEM FLOWCHART DESCRIBING PAYROLL COMPUTATIONS	T-148
5-070	CONSTRUCT A PROCESS FLOWCHART DESCRIBING PAYROLL COMPUTATIONS	T-150
5-071	CODE PAYROLL FLOWCHART AND PRINTER SPACING CHART TO RPG CODING SHEETS	T-152
5-072	CODE ASSEMBLY LANGUAGE PROGRAM TO CALCULATE PAYROLL	T-154
5-073	CODE FORTRAN LANGUAGE PROGRAM TO CALCULATE PAYROLL	T-156
5-074	CODE COBOL LANGUAGE PROGRAM TO CALCULATE PAYROLL	T-158
5-075	CODE RPG LANGUAGE PROGRAM TO CALCULATE	T-160

20-059 PREPARE A BALANCE SHEET T-128
20-060 MAKE A CLOSING ENTRY T-130
20-061 PREPARE GENERAL LEDGER ACCOUNTS FOR RULING AND BALANCING T-132
20-062 RULE AND BALANCE ACCOUNTS T-134
20-063 MAKE ADJUSTING ENTRIES IN GENERAL JOURNAL T-136
20-064 PREPARE A POST-CLOSING TRIAL BALANCE ON 8 LEDGER ACCOUNTS T-138
5-065 PREPARE STANDARD CARD LAYOUT FORM INDICATING DATA FIELDS T-140
5-066 MAKE A PRINTER LAYOUT CHART T-142
5-067 CONSTRUCT A FLOWCHART FOR A PROGRAM TO CALCULATE THE SUM OF ANY NUMBER OF INPUT VALUES T-144
5-068 CONSTRUCT A FLOWCHART DESCRIBING GETTING A HAIRCUT T-146
5-069 CONSTRUCT A SYSTEM FLOWCHART DESCRIBING PAYROLL COMPUTATIONS T-148
5-070 CONSTRUCT A PROCESS FLOWCHART DESCRIBING PAYROLL COMPUTATIONS T-150
5-071 CODE PAYROLL FLOWCHART AND PRINTER SPACING CHART TO RPG CODING SHEETS T-152
5-072 CODE ASSEMBLY LANGUAGE PROGRAM TO CALCULATE PAYROLL T-154
5-073 CODE FORTRAN LANGUAGE PROGRAM TO CALCULATE PAYROLL T-156
5-074 CODE COBOL LANGUAGE PROGRAM TO CALCULATE PAYROLL T-158
5-075 CODE RPG LANGUAGE PROGRAM TO CALCULATE PAYROLL T-160
5-076 CODE PRINTER LAYOUT IN COBOL T-162
5-077 CODE PRINTER IN FORTRAN T-164
5-078 PUNCH SOURCE DECK FROM COBOL CODING SHEETS T-166

INDEX OF TERMOB STATEMENTS

PROGRAM: BUSINESS AND OFFICE OCCUPATIONS

TERMOB NO.		PAGE
5-079	PUNCH SOURCE DECK FROM FORTRAN CODING SHEETS	T-168
5-080	PUNCH OBJECT DECK FROM RPG SPECIFICATION SHEETS	T-170
5-081	PUNCH CARDS FROM SOURCE DOCUMENTS	T-172
5-082	PUNCH STANDARD (PROGRAM I) PROGRAM CARD FOR KEYPUNCH PROGRAM DRUM	T-174
5-083	CHECK PUNCHED CARDS FOR ERRORS	T-176
5-084	VERIFY PUNCH CARDS	T-178
5-085	SORT PUNCHED CARDS CHRONOLOGICALLY	T-180
5-086	SORT PUNCHED CARDS NUMERICALLY	T-182
5-087	SORT PUNCHED CARDS ALPHABETICALLY	T-184
5-088	REPRODUCE PUNCHED CARDS USING REPRODUCING PUNCH	T-186
5-089	GANGPUNCH CARDS USING REPRODUCING PUNCH	T-188
5-090	PUNCH MARKED-SENSE CARDS USING THE REPRODUCING PUNCH	T-190
5-091	MOUNT A DISK PACK ON A DISK DRIVE	T-192
5-092	MOUNT A REEL OF MAGNETIC TAPE ON A TAPE DRIVE	T-194
5-093	LOAD CARD DECK IN CARD READER/PUNCH MACHINE	T-196
5-094	WIRE REPRODUCING PUNCH PANEL FROM WIRING DIAGRAM	T-198
5-095	PREPARE REPRODUCING PUNCH CONTROL PANEL DIAGRAM FOR STRAIGHT REPRODUCING OF CARDS	T-200
5-096	PUNCH STANDARD (PROGRAM I) AND ALTERNATE (PROGRAM II) PROGRAM CARDS FOR KEYPUNCH PROGRAM DRUM	T-202
5-097	LOAD PROGRAM THROUGH COMPUTER CONSOLE	T-204
5-098	MOUNT FORMS IN HIGH SPEED PRINTER MACHINE	T-206